

NEW EASY TO FOLLOW USER GUIDES

iPAD

FOR BEGINNERS

*Get started
with iPad*



*iPad OS
explained*



*Master
iPad apps*





Contents

6 Your iPad Hardware

8 Exclusive to iPadOS

10 The Home Screen – Now with Widgets

12 iPad Multitasking – Updated in iPadOS

14 Key Gestures – For iPadOS

16 Custom Fonts – For Your Designs

17 Apple Pencil – New Features

18 iPadOS in Action!

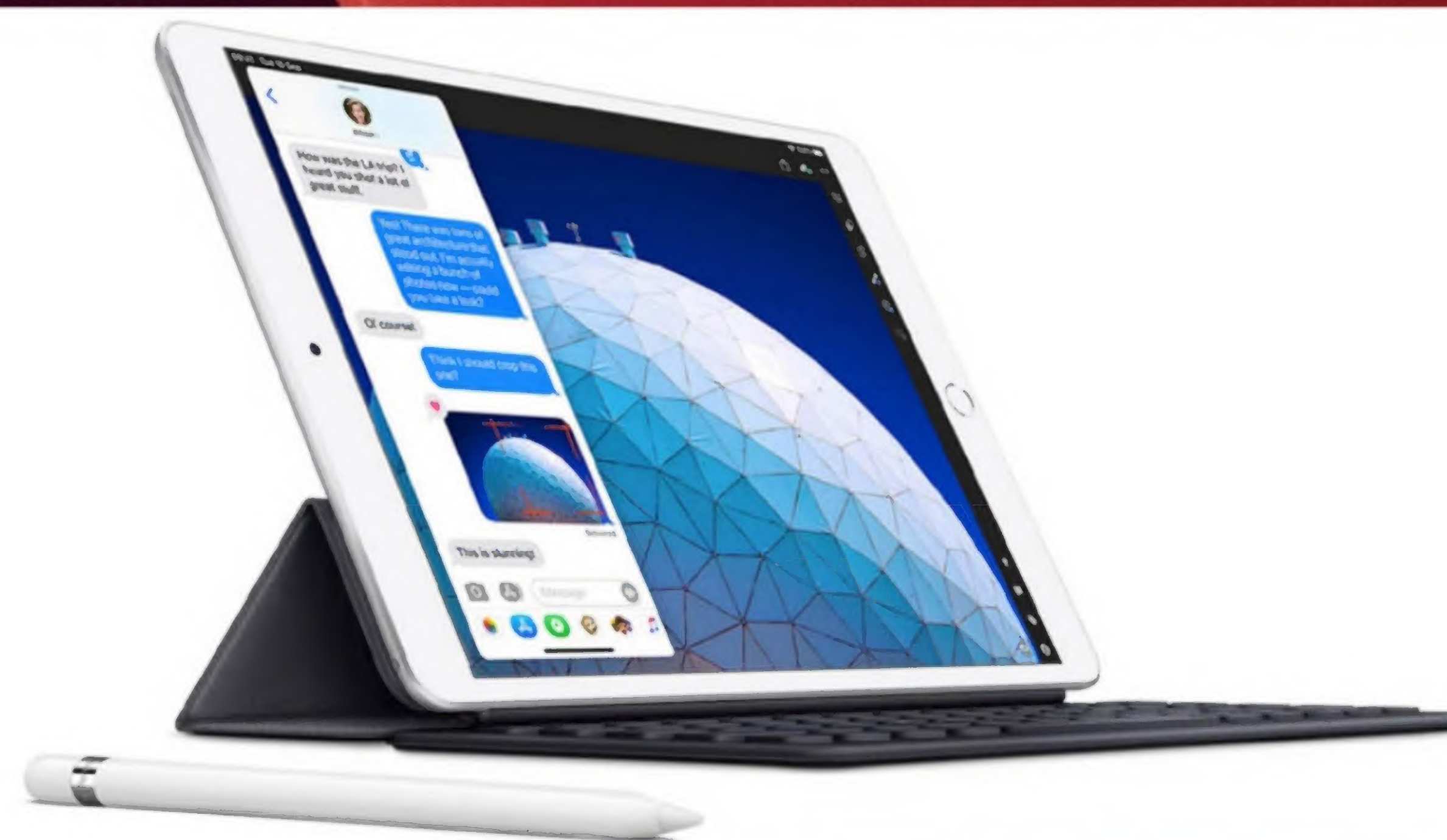
20 Updating to iPadOS – And Updating Apps

22 New to iPadOS – What's Changed?

28 Find My – What's Where?

32 Dark Mode – New to the iPad

34 Voice Control – An Accessibility Feature



36 First Steps with iPadOS

38 Set Up Your iPad – For the First Time

42 Your Apple ID – How to Set it Up

44 Face ID – Take a Look

46 Touch ID – Use Your Finger

48 Internet Access – How to Get Online

50 Setting Up Email – On Your iPad

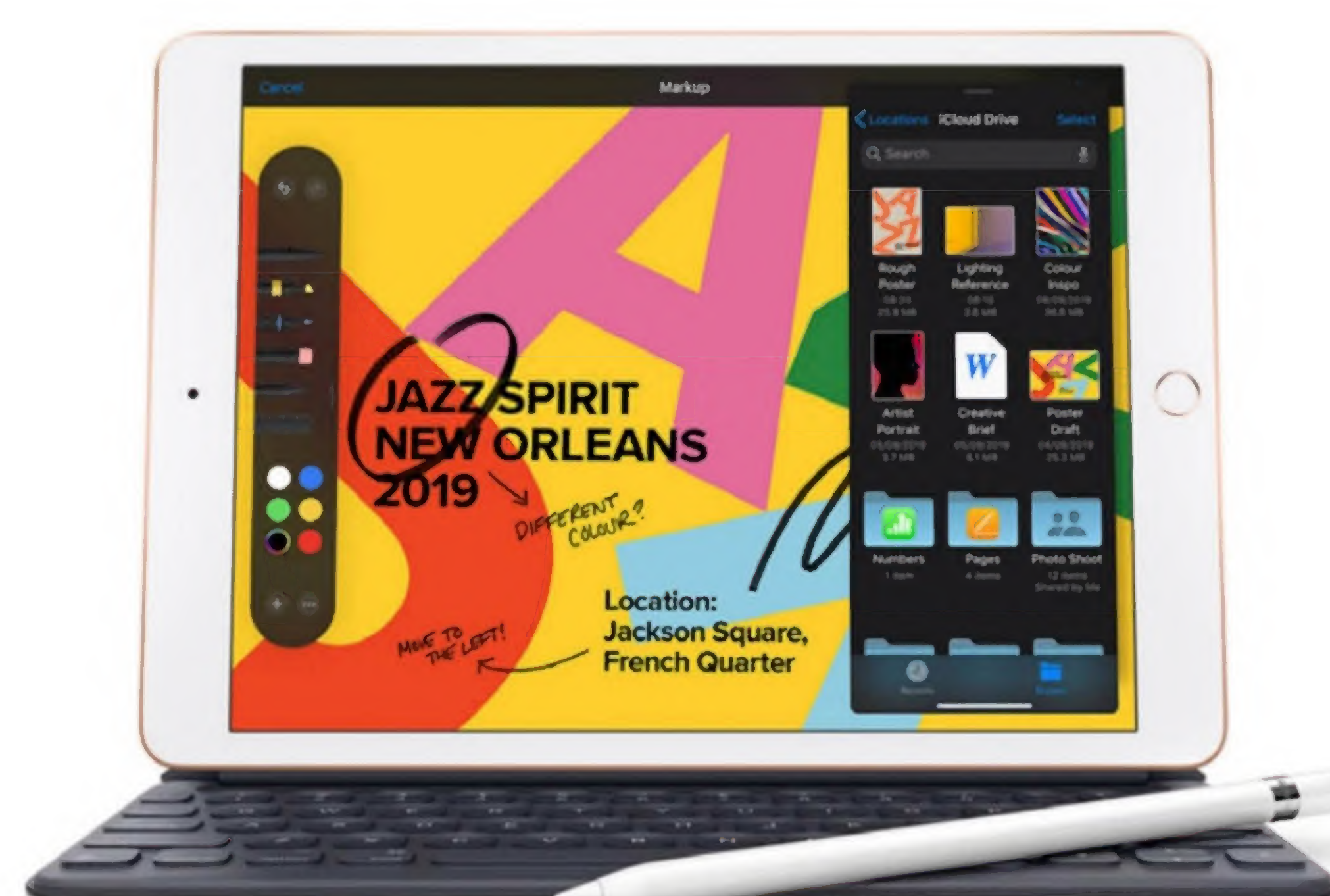
52 The Touchscreen – Better with Gestures

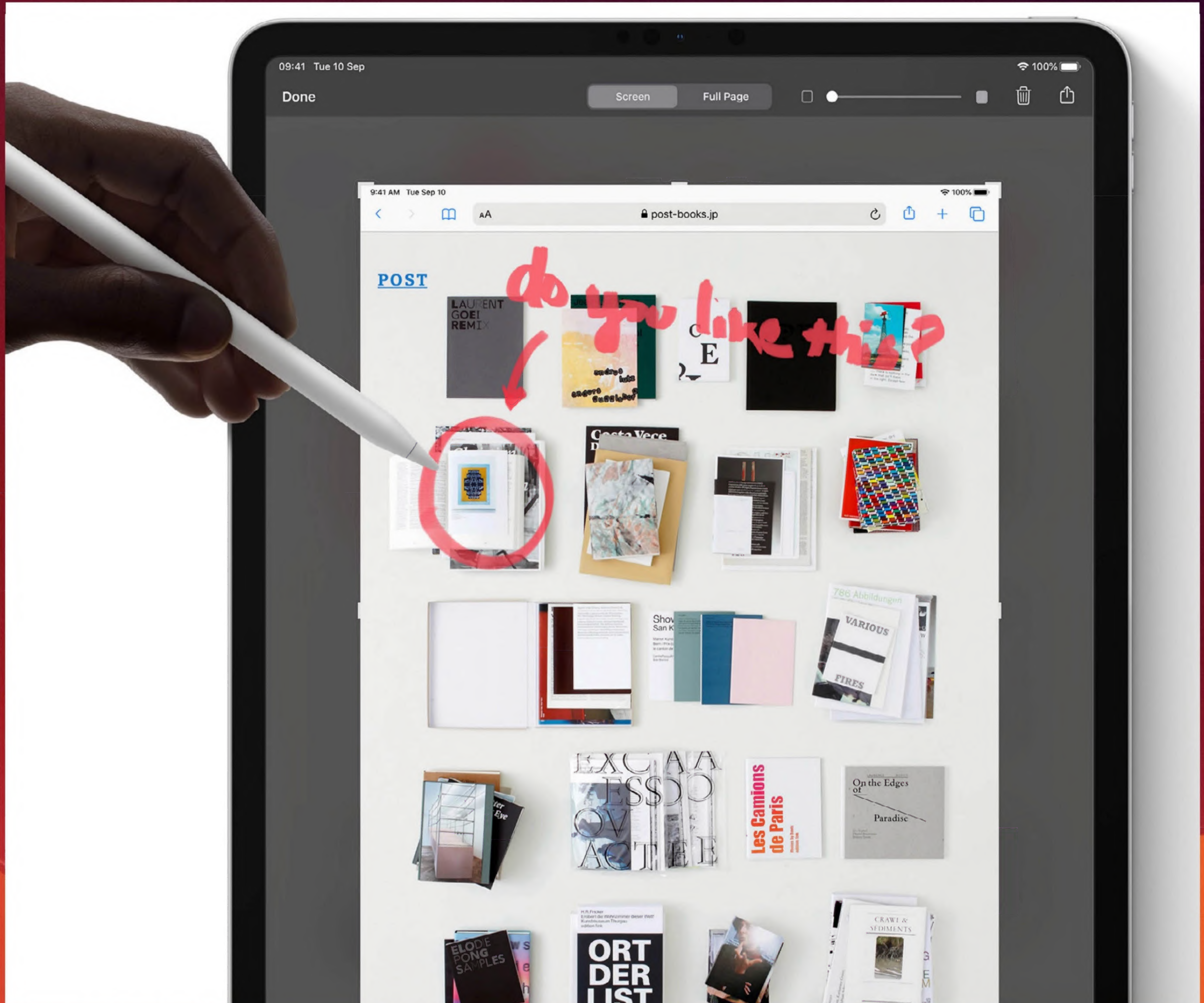
56 The Keyboard – On-screen Typing

58 Control Centre – And How to Use it

60 Using Folders – On the Home Screen

61 AirDrop & Bluetooth – Stream and Transfer

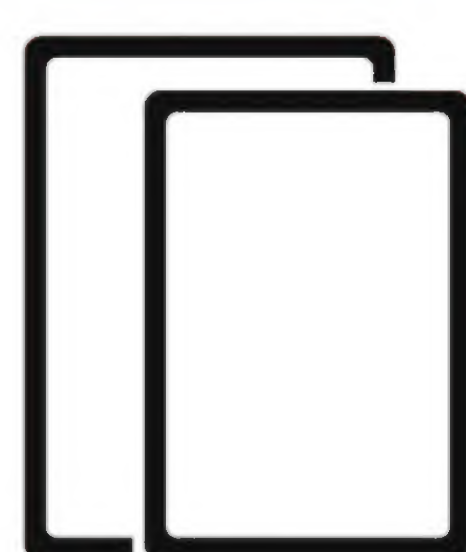




“...the iPad got its own operating system. It no longer runs on iOS and instead uses iPadOS, a brand new platform for Apple’s tablet range...”

Can You Run iPadOS?

Older iPads cannot be updated to the new operating system, so if you want to upgrade your iPad to iPadOS, it must be one of the following models:



12.9-inch iPad Pro
11-inch iPad Pro
10.5-inch iPad Pro
9.7-inch iPad Pro



iPad Air
(3rd generation)
iPad Air 2



iPad
(7th generation)
(6th generation)
(5th generation)



iPad mini
(5th generation)
iPad mini 4



iPad, 7th Generation

More bang for your buck, euro or pound.

The latest release in Apple's tablet range is not a dazzling new top-of-the range device, but instead it's a useful refresh for the lower-cost, entry-level iPad. If you don't yet own an Apple tablet, and are keen to join the fun without spending too much money,

it's the perfect iPad for you. With a 10.2-inch Retina Display, Apple Pencil and Smart Keyboard Support, plus an A10 Fusion chip, it's definitely worth a look if you're on a budget. It's a powerful tablet at an affordable price.



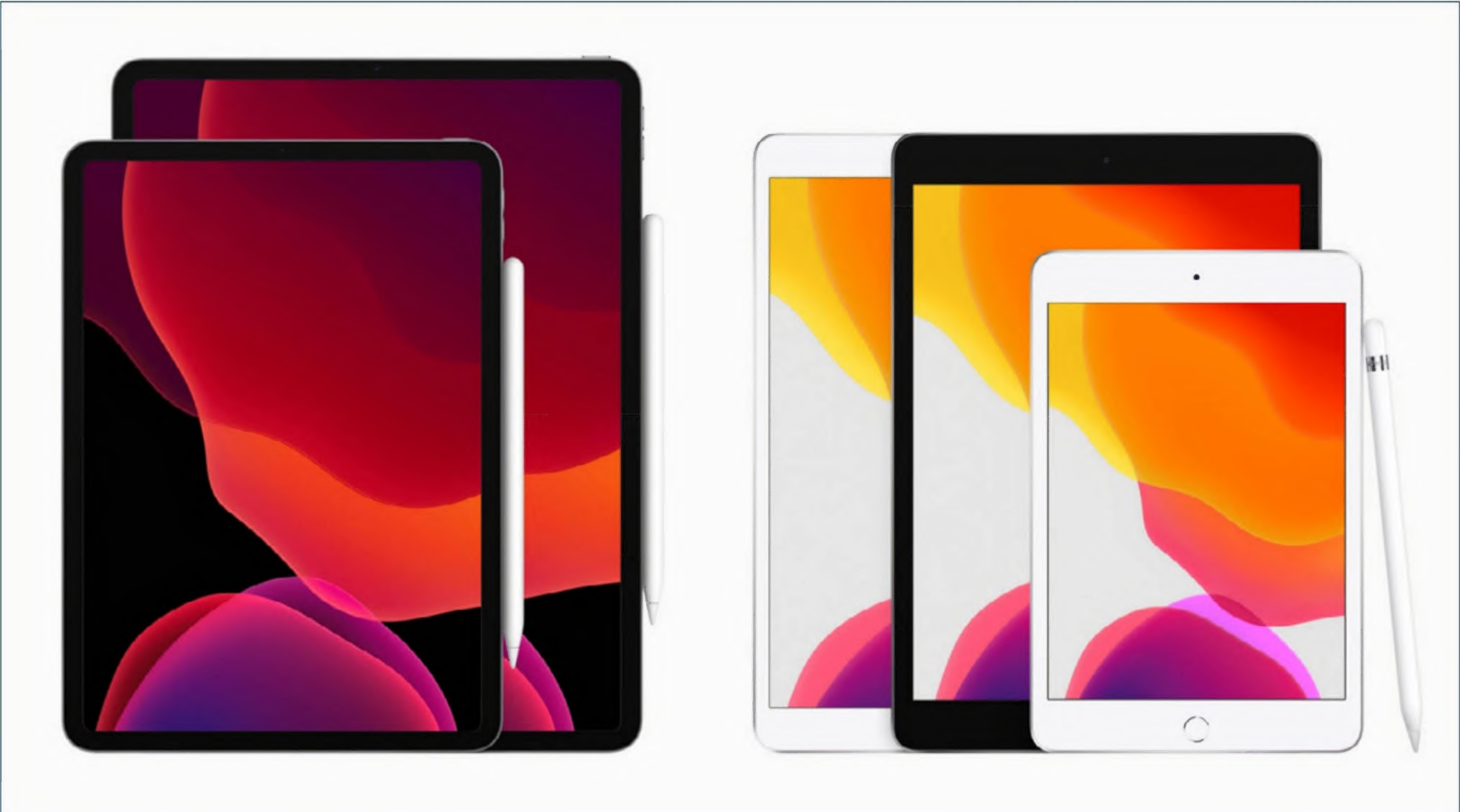
On Display

The new iPad 7th Generation has a 10.2-inch display, with almost 3.5 million pixels and a very wide viewing angle. It's powered by an A10 Fusion chip, which isn't as good as the A12 processors found in the iPad Pros or the new A13 CPUs in the iPhone 11 series, but it's still a capable workhorse. It weighs about a pound, and, for the first time, its enclosure is 100% recycled aluminium. It lacks a TrueDepth camera, though, so Face ID isn't an option. This is probably the last Apple device that still uses a Home button and fingerprint recognition.



Outstanding Accessories

The 7th-generation iPad is compatible with the Apple Pencil, Apple’s popular stylus device that is loved by artists and note-takers. For the first time, the cheapest iPad in the range is also compatible with the full-sized Smart Keyboard, so it’s ideal for when you’re out and about and don’t want to take your Apple notebook with you.



The iPad family has an autumn get-together.

Price and Release Date

The iPad 7th Generation is out on Monday, 30th September, 2019. Pricing is as follows:

Wi-Fi Only		
32GB	£349/\$329/379	€
128GB	£449/\$429/479	€
Wi-Fi + Cellular		
32GB	£479/\$459/519	€
128GB	£579/\$559/619	€



Exclusive to iPadOS





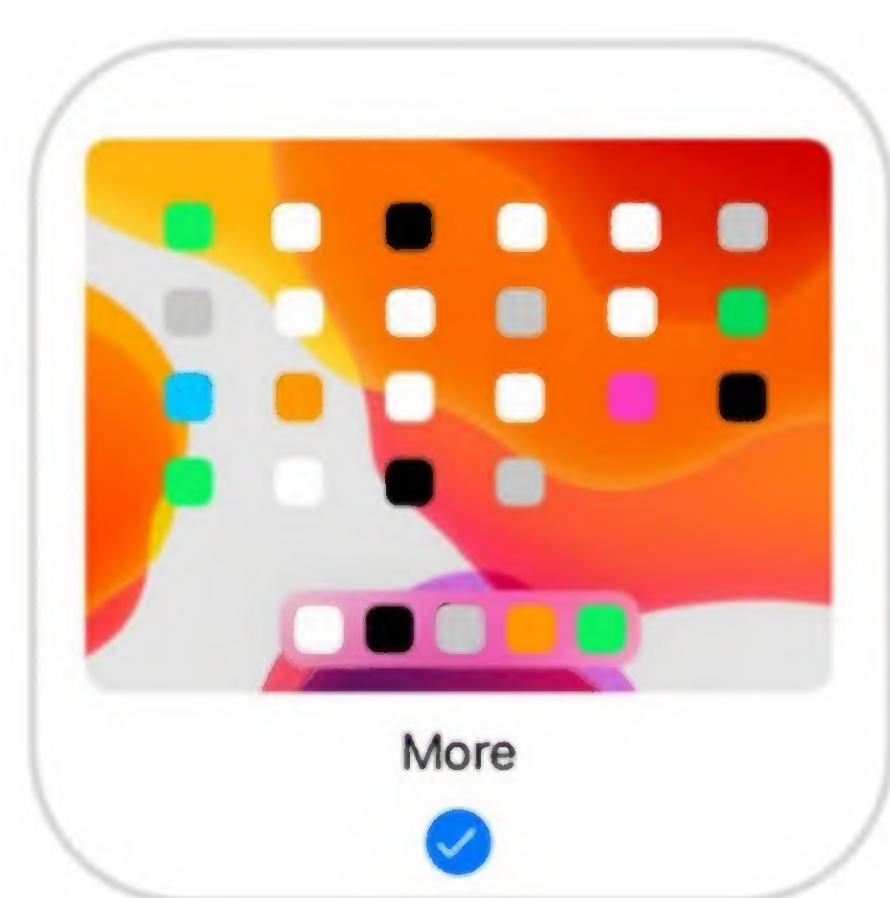
Exclusive to iPadOS.

Now iPadOS has broken away from iOS, it's gained a host of new features that are exclusive to the iPad. There's a redesigned Home screen, with a great new widgets bar, new Apple Pencil features, new touchscreen gestures, and a great new way of using fonts. In this section, we take a look at them and what they can do for you, the iPad user.

[Learn more >](#)



Exclusive to iPadOS



The Home Screen Now with Widgets

With the new iPadOS, Apple has made a few changes to the iPad Home screen. There's a new Today widgets sidebar right there on the first page, but only if you want it. There's also more space, so you can put more app icons on a single screen. It's so much more efficient; everything's at your fingertips.

Today Widgets on Home Screen



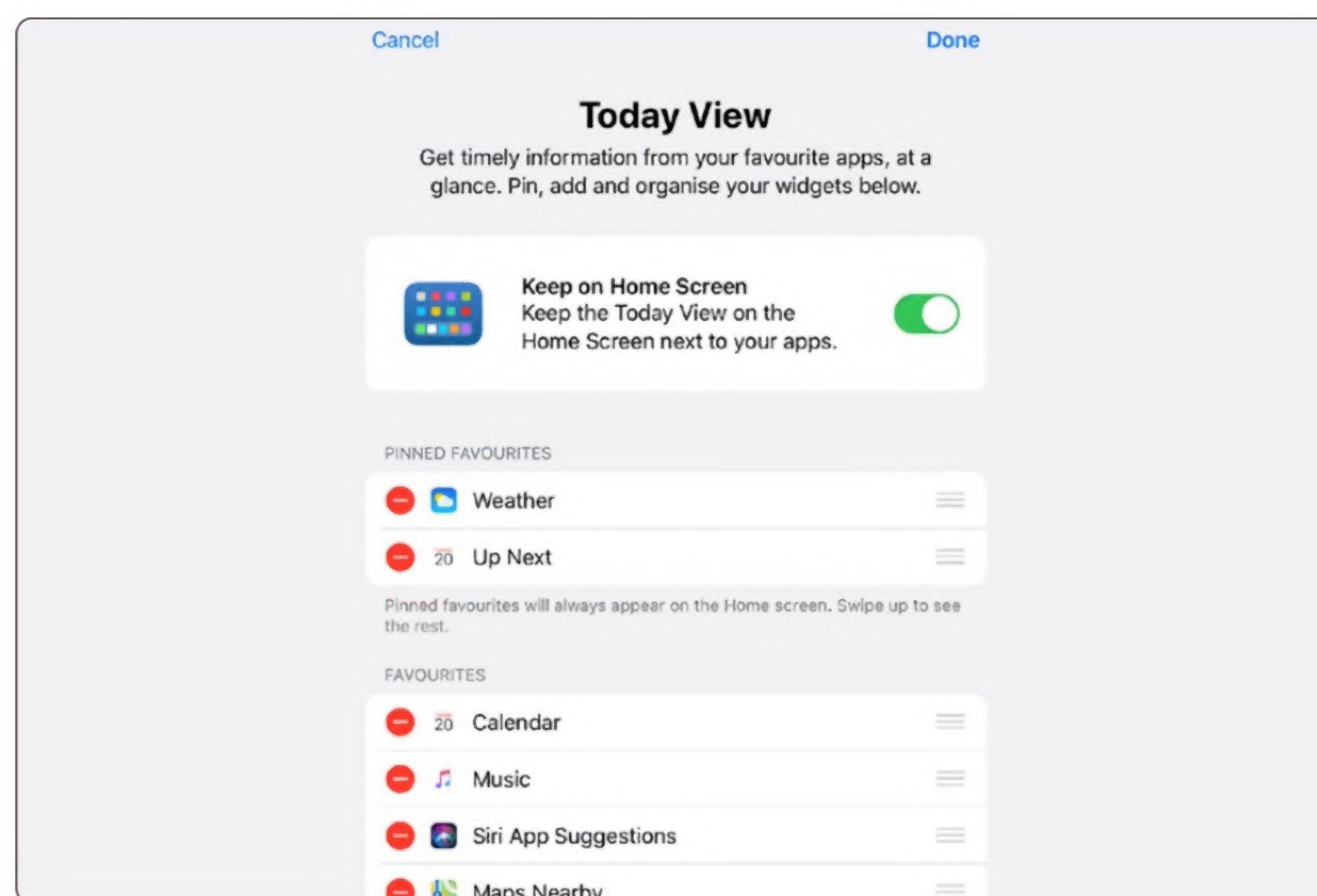
1 On the first page of the Home screen, swipe the screen right to reveal this sidebar, which only appears in landscape mode (that is, with the screen horizontal). Choose whether to add it to your Home screen permanently.



2 If you choose to add the widgets, they're permanently attached to the Home screen in an easy-to-use sidebar. The icons on your Home screen are packed closer together to make room for the widgets section.



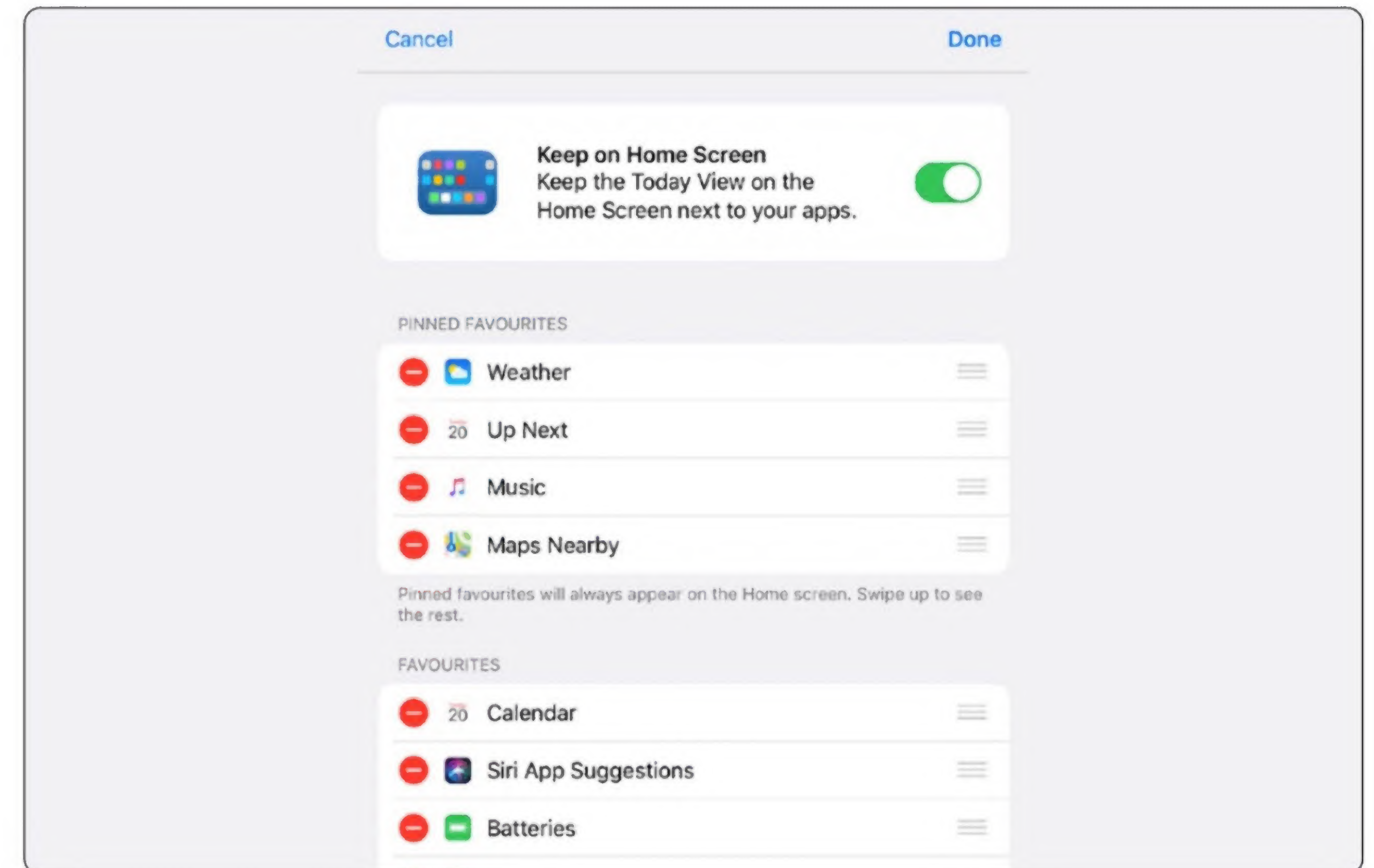
3 As before, if you scroll all the way down to the bottom of your widgets, you see a button marked Edit. Tap it and you can configure the Today widgets to suit your needs, arranging and organising them at will.



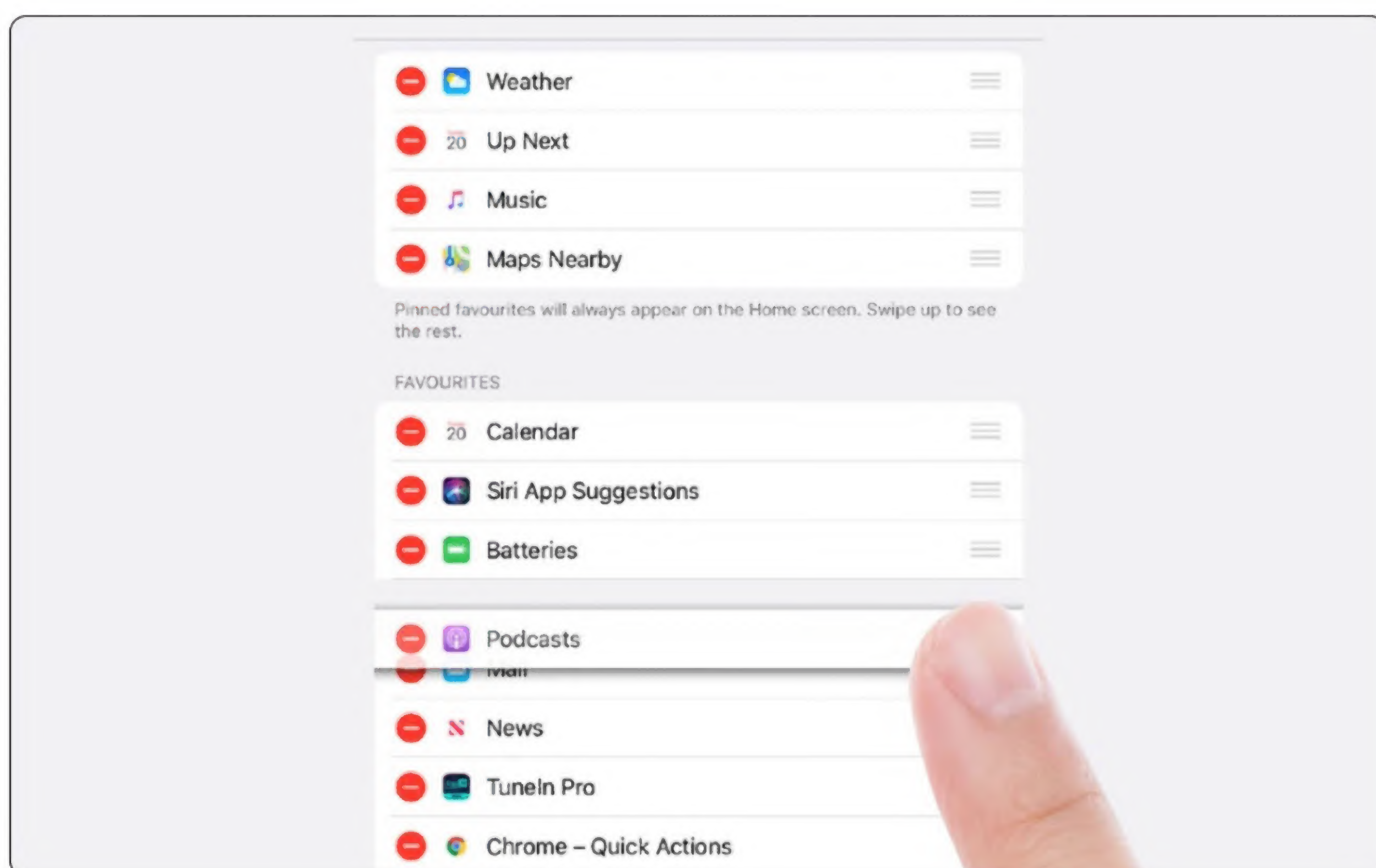
4 Also on the Edit screen, you can change your mind about whether to keep the Today widgets on the Home screen. Just flick the switch at the top of the Edit screen to turn them on, and off again, as you wish.



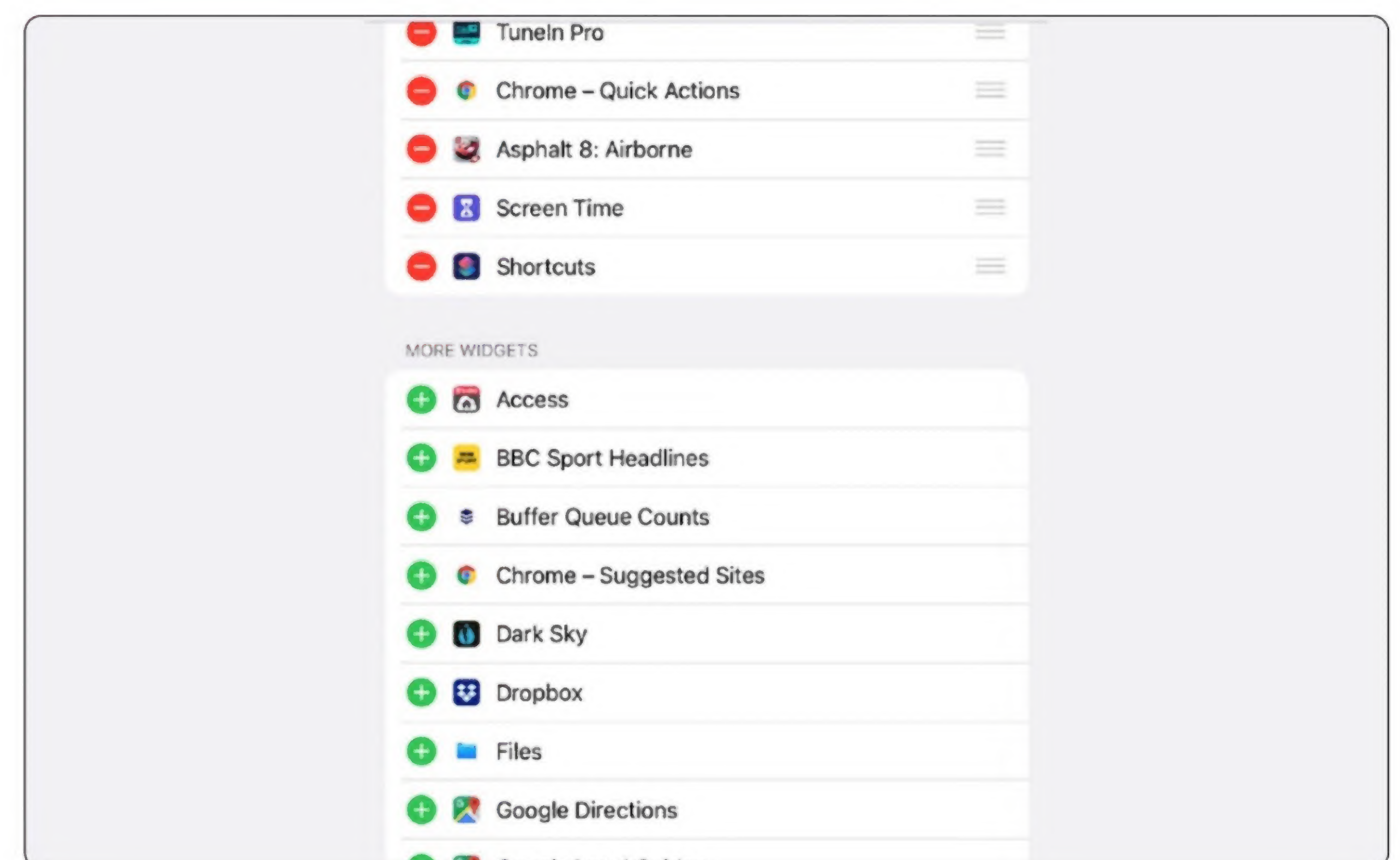
5 Something else you can do on the Edit screen is to pin your favourite widgets to the Home screen. By default, Weather and the Calendar's Up Next are always there, simply swipe up for the others.



6 On the Edit screen, you can rearrange the order of the Today widgets, and also move them into, or out of, the Pinned Favourites section, that is, the widgets that always appear on your Today screen without scrolling.

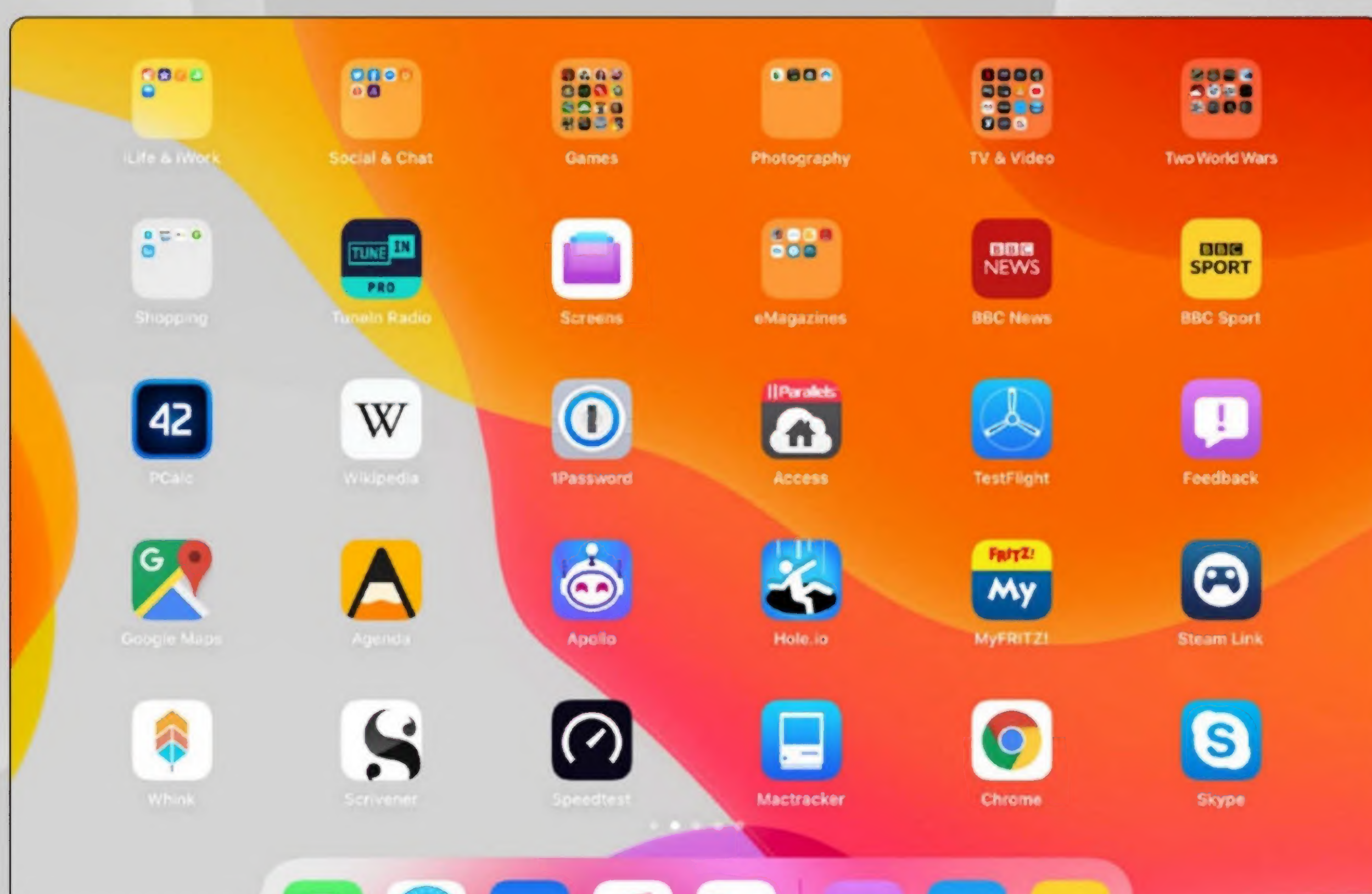


7 To move a widget from its current place in your list, place your finger on the Three-line icon, on the right-hand side of the widget in question, and drag it into your preferred place. Rearrange as many as you like, and tap Done when you've finished

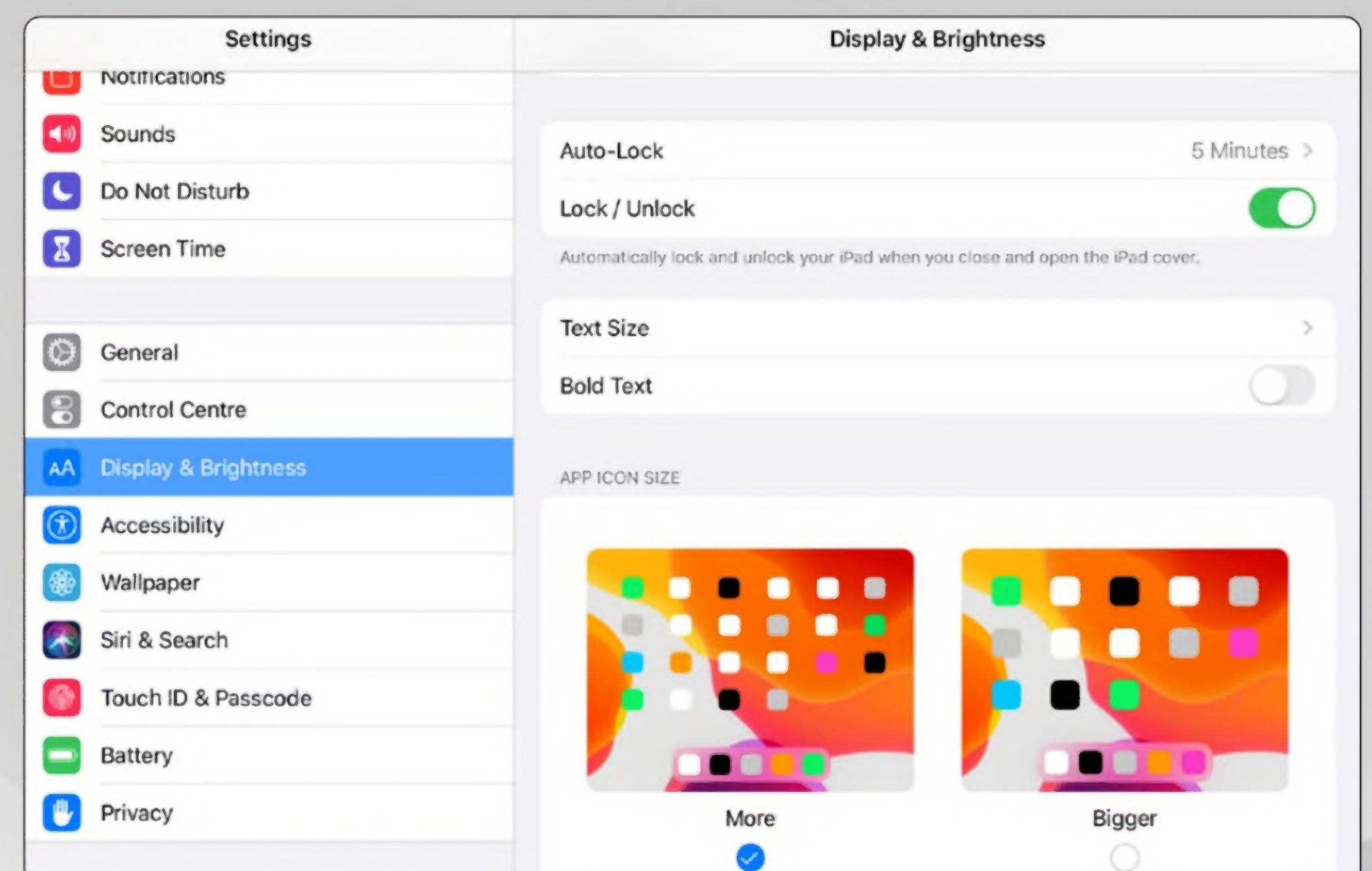


8 You can also remove a widget from the Today list altogether by tapping the minus sign to its left, or add a new one by tapping its plus sign. Some third-party apps offer widgets, so it's worth checking back frequently to make sure you're not missing anything.

More Apps Per Page.



1 By default, the new Home screen uses smaller app icons, allowing you to get more apps and folders onto a single screen. As you can see, there's now room for 30 items on a single screen, up from 20 items before.



2 If you dislike the tighter, more packed screen style, open the Settings app and tap Display & Brightness. Scroll to the bottom of the screen for the options: More, the new app arrangement, Bigger, the old style.



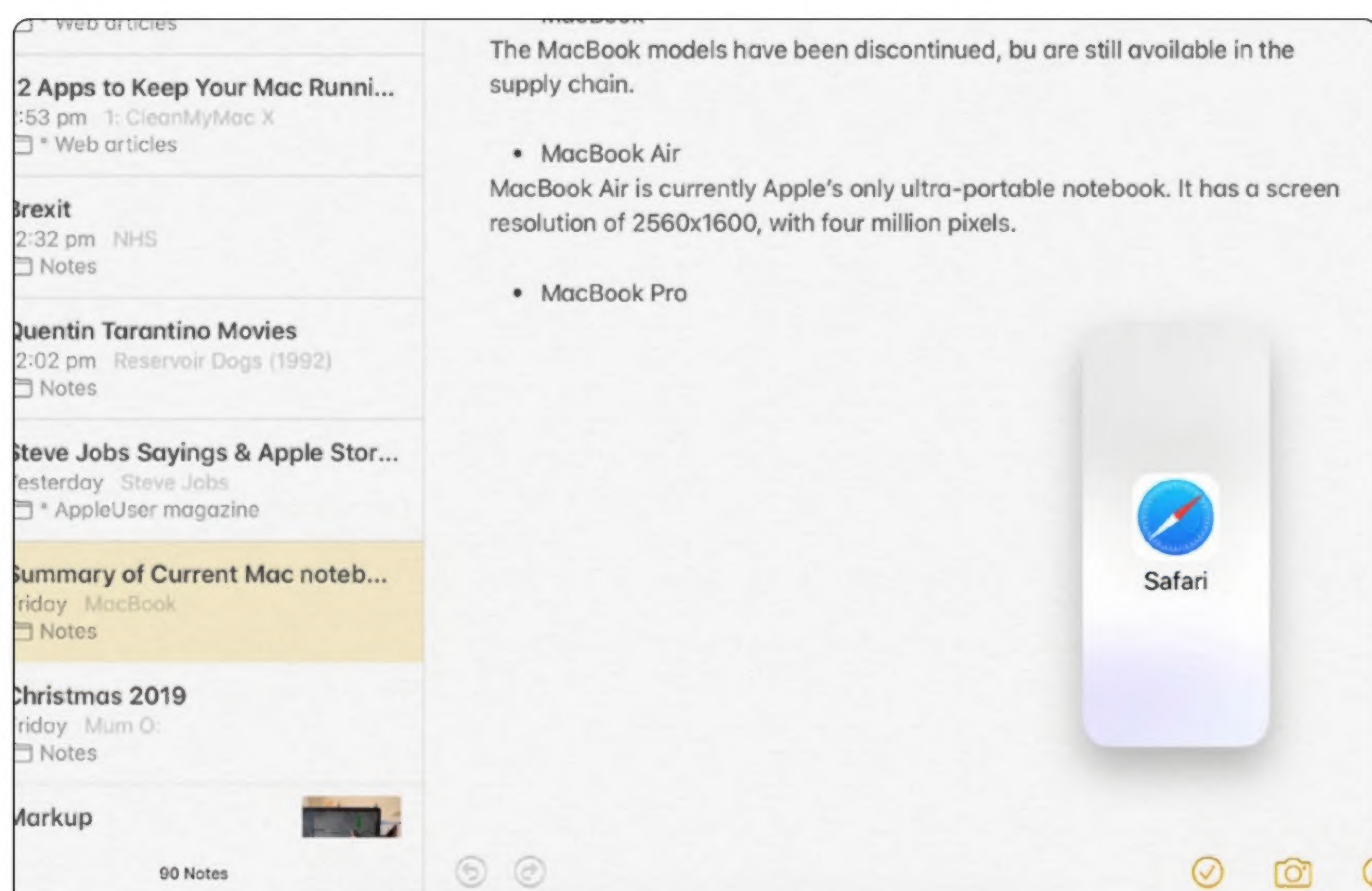
Exclusive to iPadOS



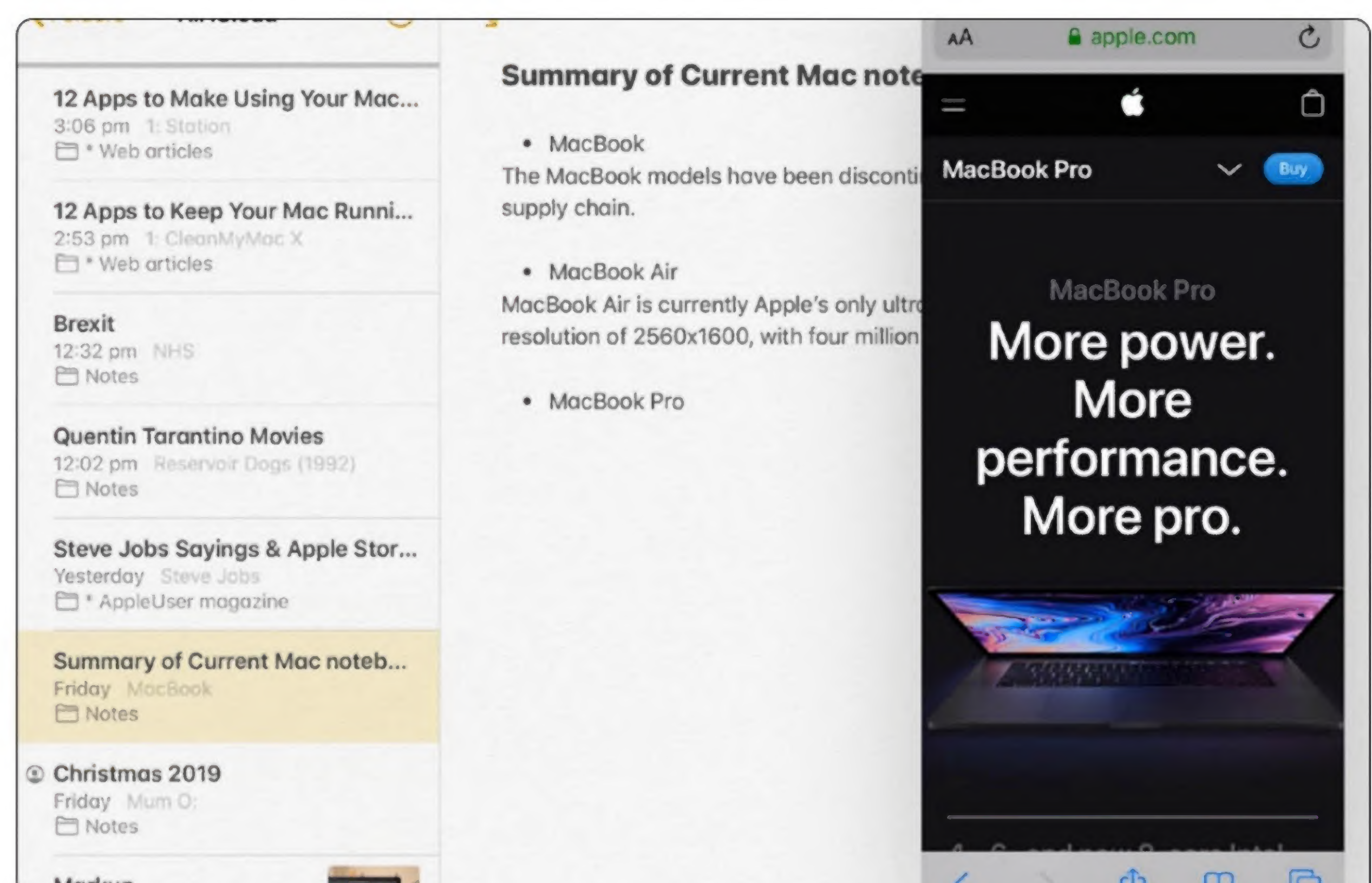
iPad Multitasking Updated in iPadOS

The iPad has been able to multitask, that is, run two apps side by side, for quite a while now. In the new iPadOS, this feature has been improved substantially; you can even run the same app twice. Your iPad must be recent enough to use multitasking, though if it can run iPadOS, it probably is.

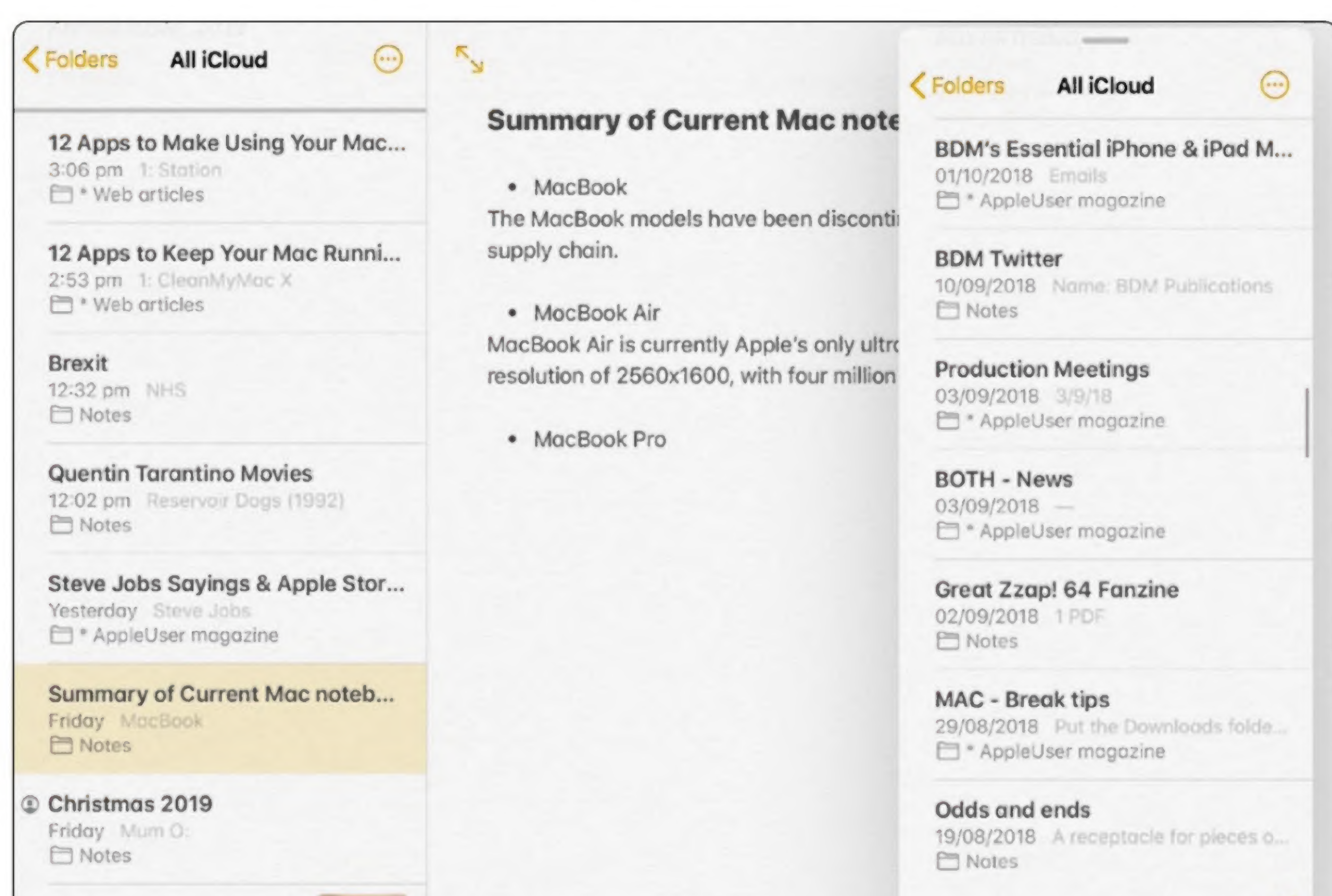
Slide Over



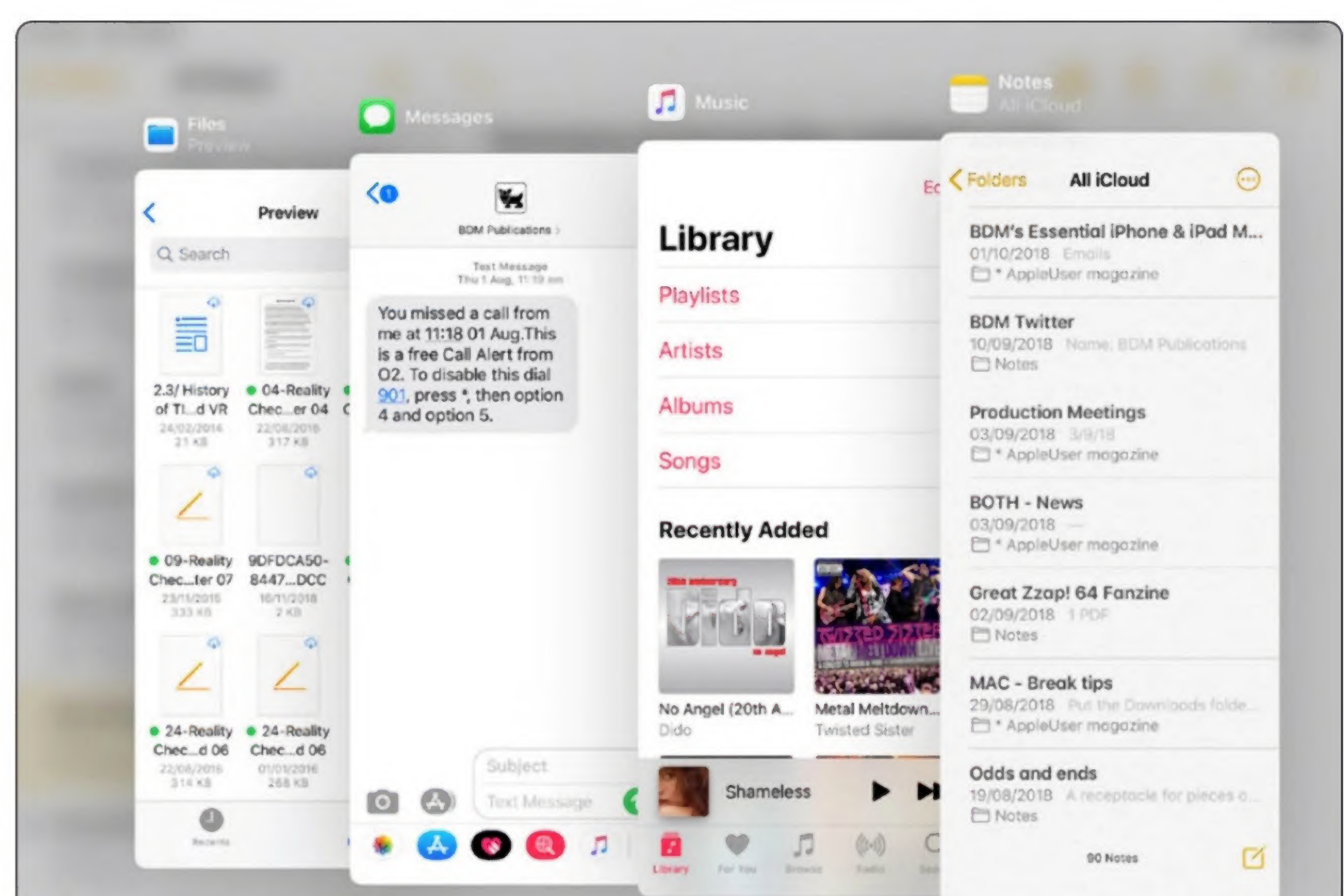
1 When using an app, you might find you need access to a different app, maybe to look up or transfer some information. Swipe up from the foot of the screen to access the dock, then drag another app to the side of the screen, as shown.



2 Let go of the new app, and it's shown on a card-like window. With the grey line at the top of this window, you can drag it across the screen or to the side, from where it can turn into a Split Screen app for another sort of multitasking.



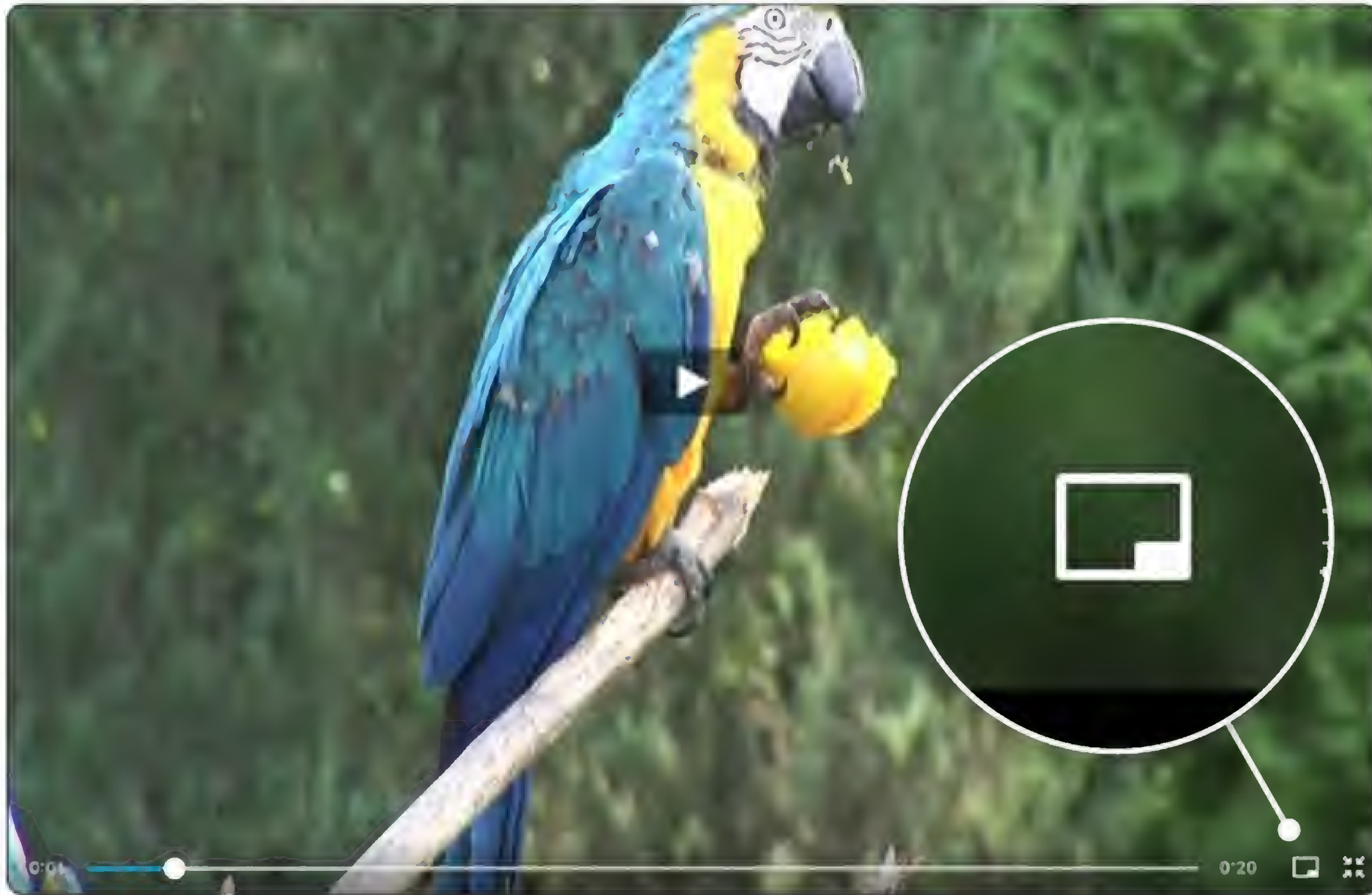
3 To close the sidebar app, simply swipe it off the right hand side of the screen, or tap the main app. You can open several apps at once as Slide Over cards, and now in iPadOS, you can even open the main app a second time.



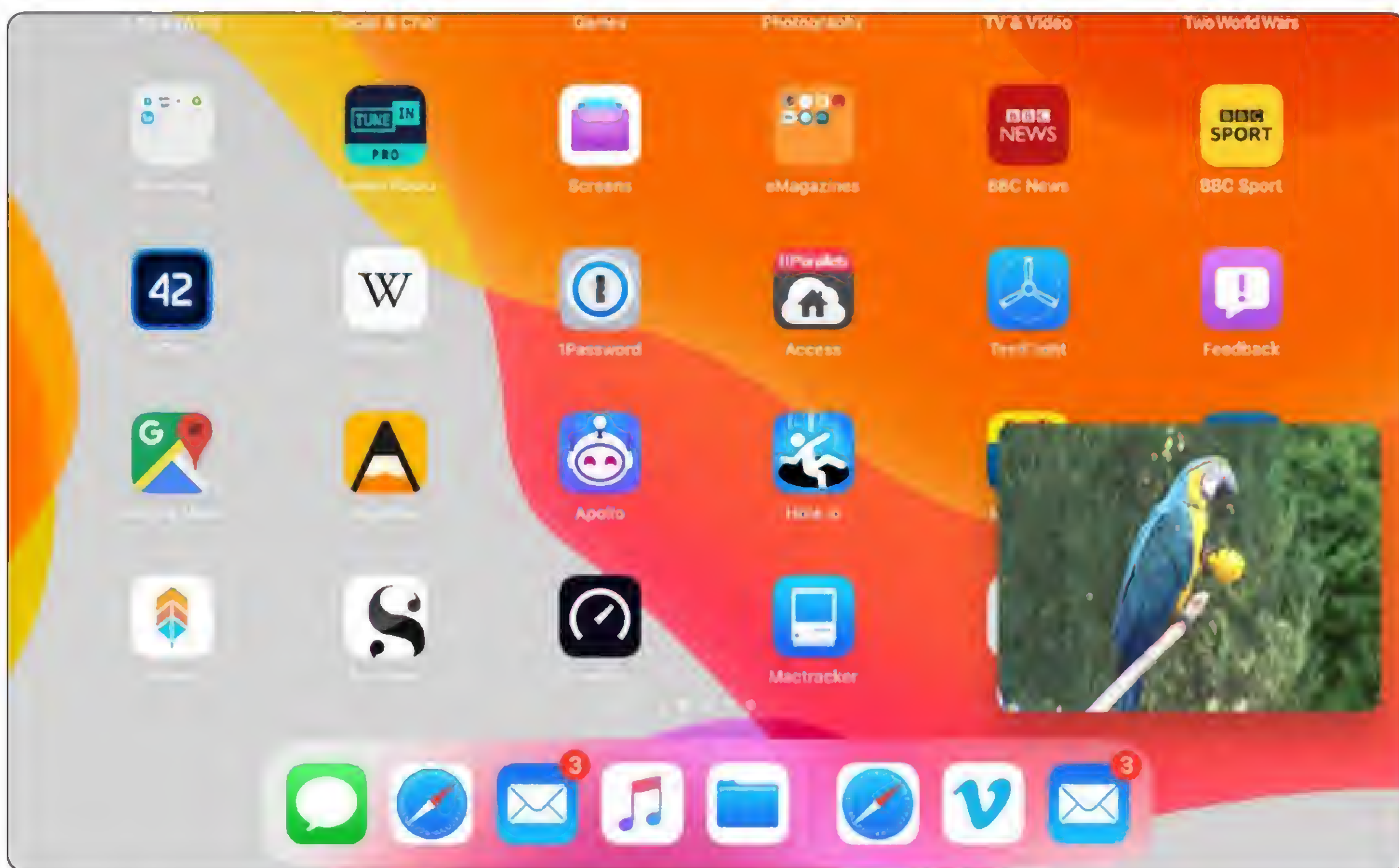
4 If you have more than one Slide Over app open, you can switch between them by swiping up from the black line at the foot of the Slide Over app, and then scrolling through them. Tap the one you want, to open it as a Slide Over.



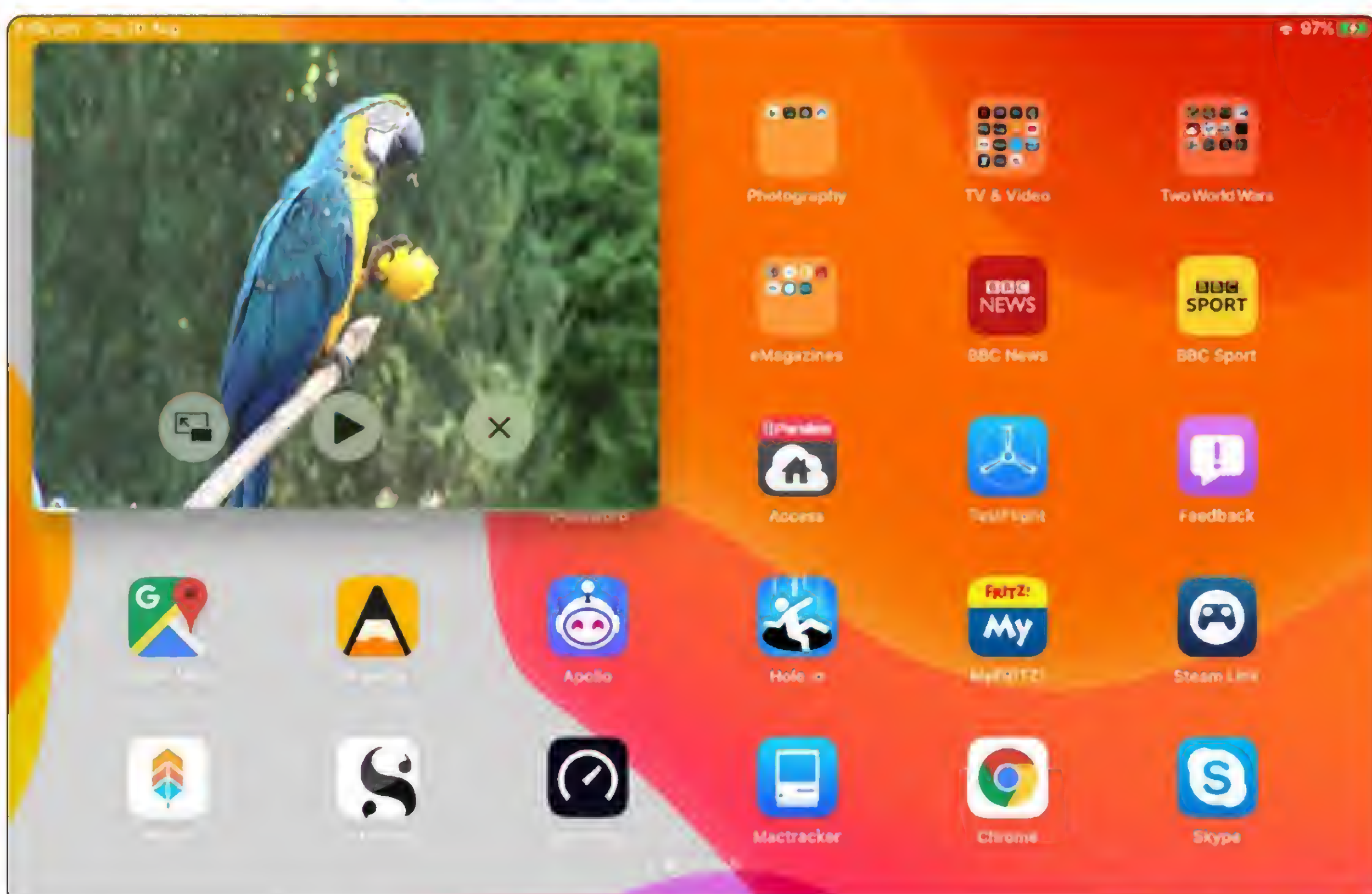
Picture in Picture



1 You can use the iPadOS Picture in Picture mode whenever you're watching a video in a supported app. Look for the button you see here in the Vimeo app, the big square containing a little square in the bottom right corner.



2 Tap that button, and you can watch your video in a window, while you use another iPad app on the screen. Press the Home button to get back to the Home screen, as shown, then open an app of your choice.

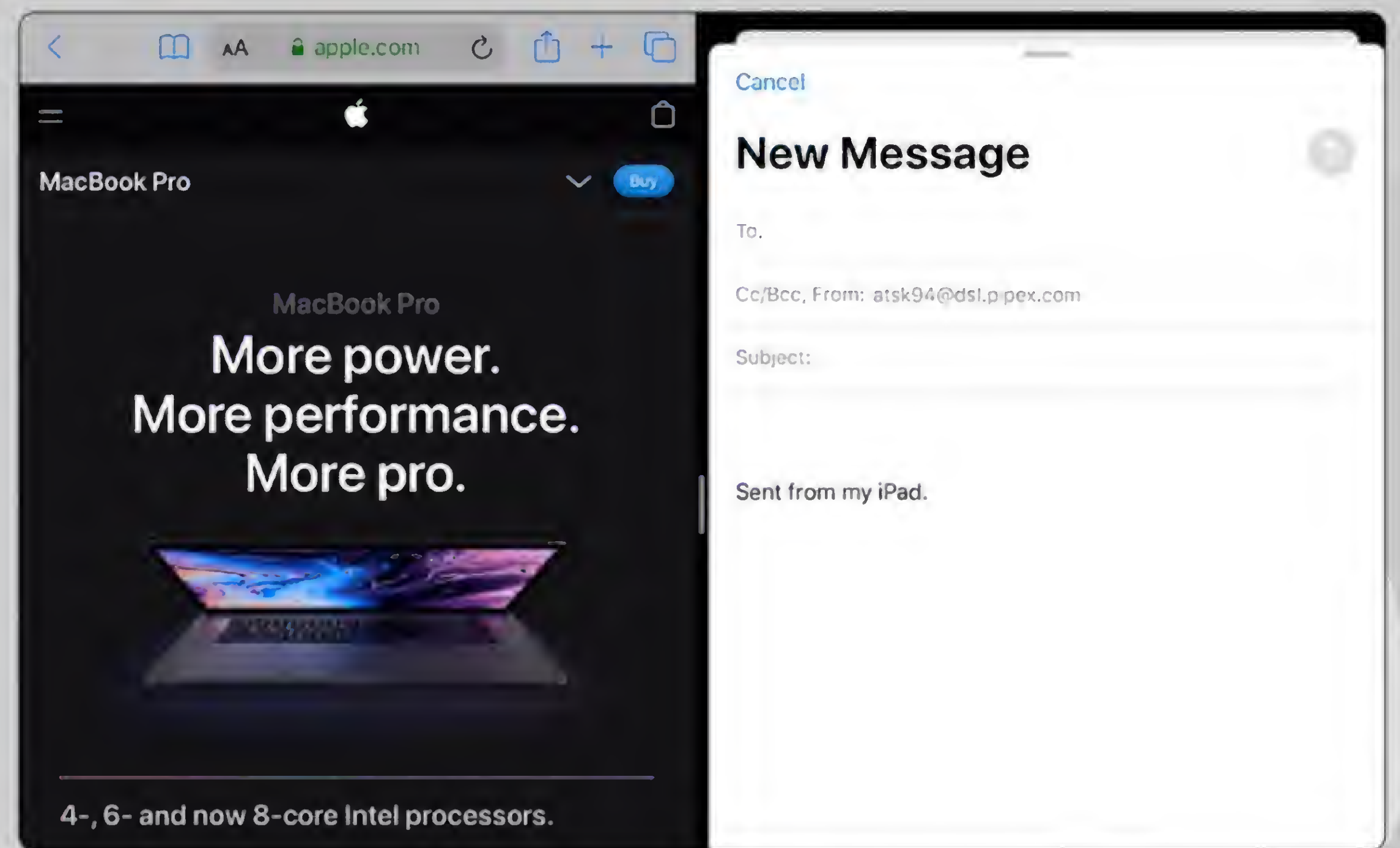


3 You can drag the video window to any part of the screen, Pinch and Spread to change its size, and tap it to reveal the picture-in-picture controls. They are: (from left to right) go full screen, play/pause, and close video screen.

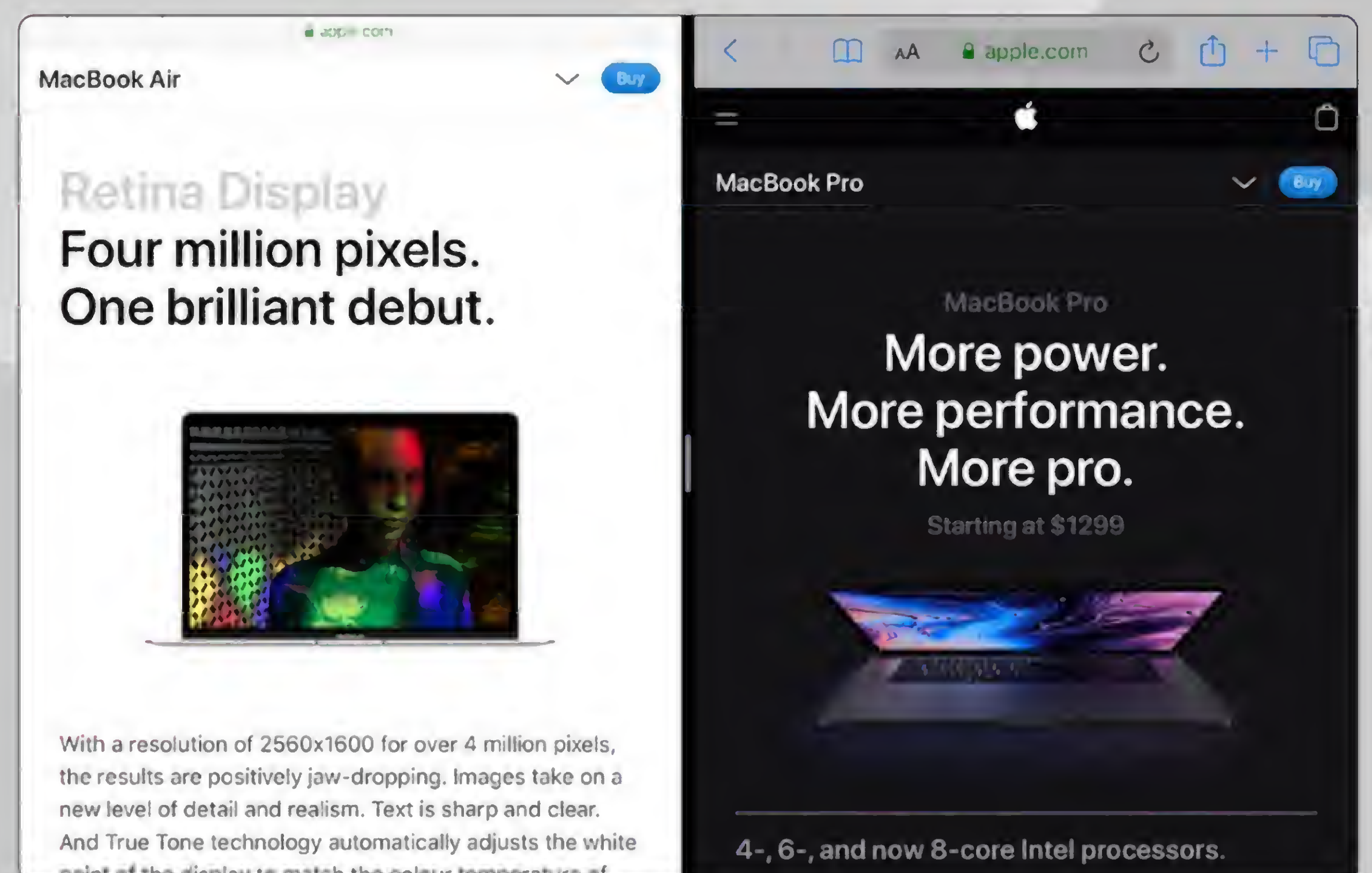
Split View.



1 Split Screen mode only works with compatible apps and in landscape mode. Open a Slide Over app, as described on the previous page and, using the grey line at the top, drag it to the side (either side) of the screen.



2 The apps appear side by side. You can resize them by dragging the black line in the centre left or right, to give one or the other a greater portion of the screen. Drag all the way left or right to close one of the apps.



3 In iPadOS, you can now use multitasking to run the same app twice, on both sides of the screen. Here, for example, we're searching through old messages for information we need for a current chat.

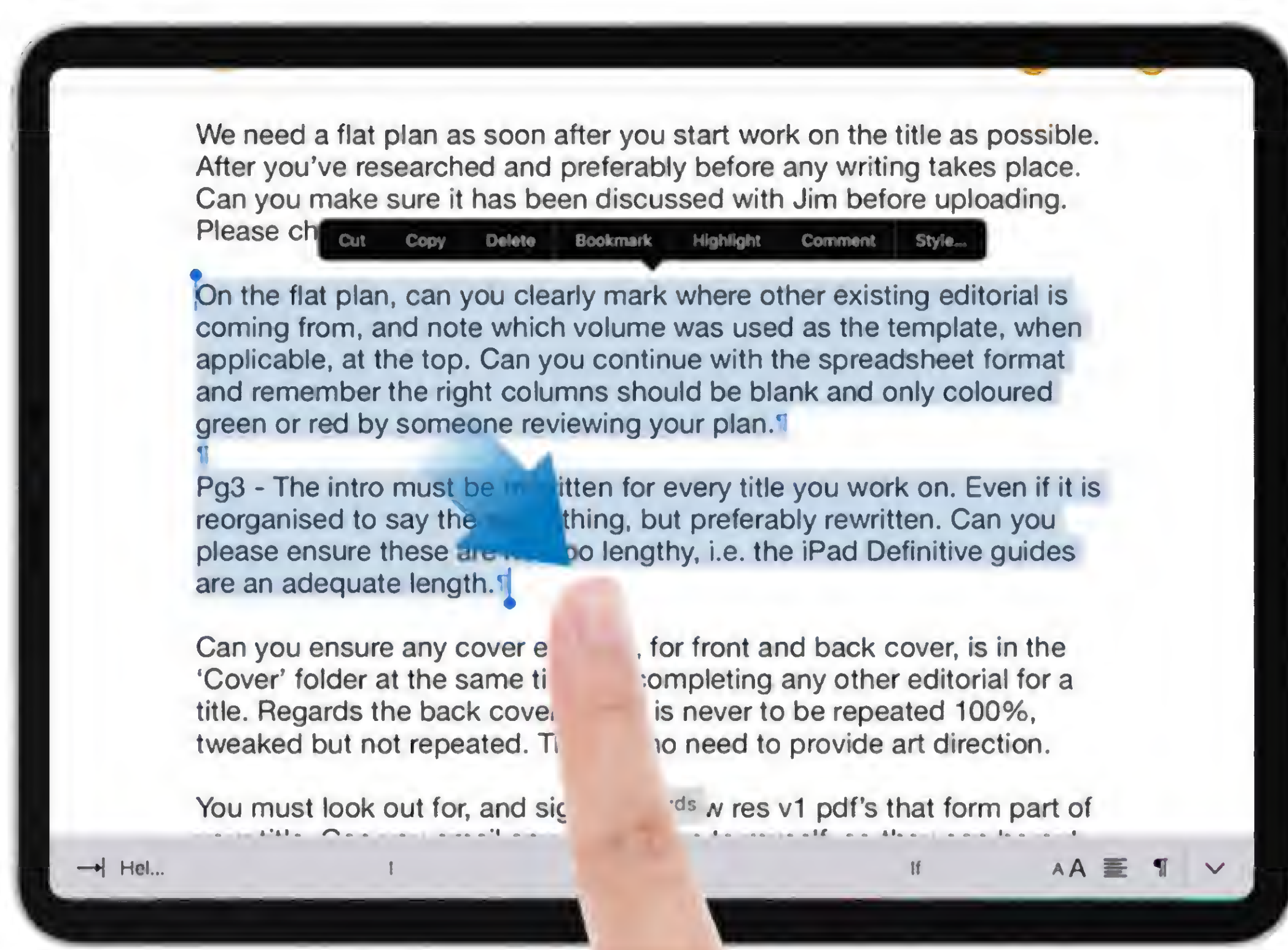


Exclusive to iPadOS



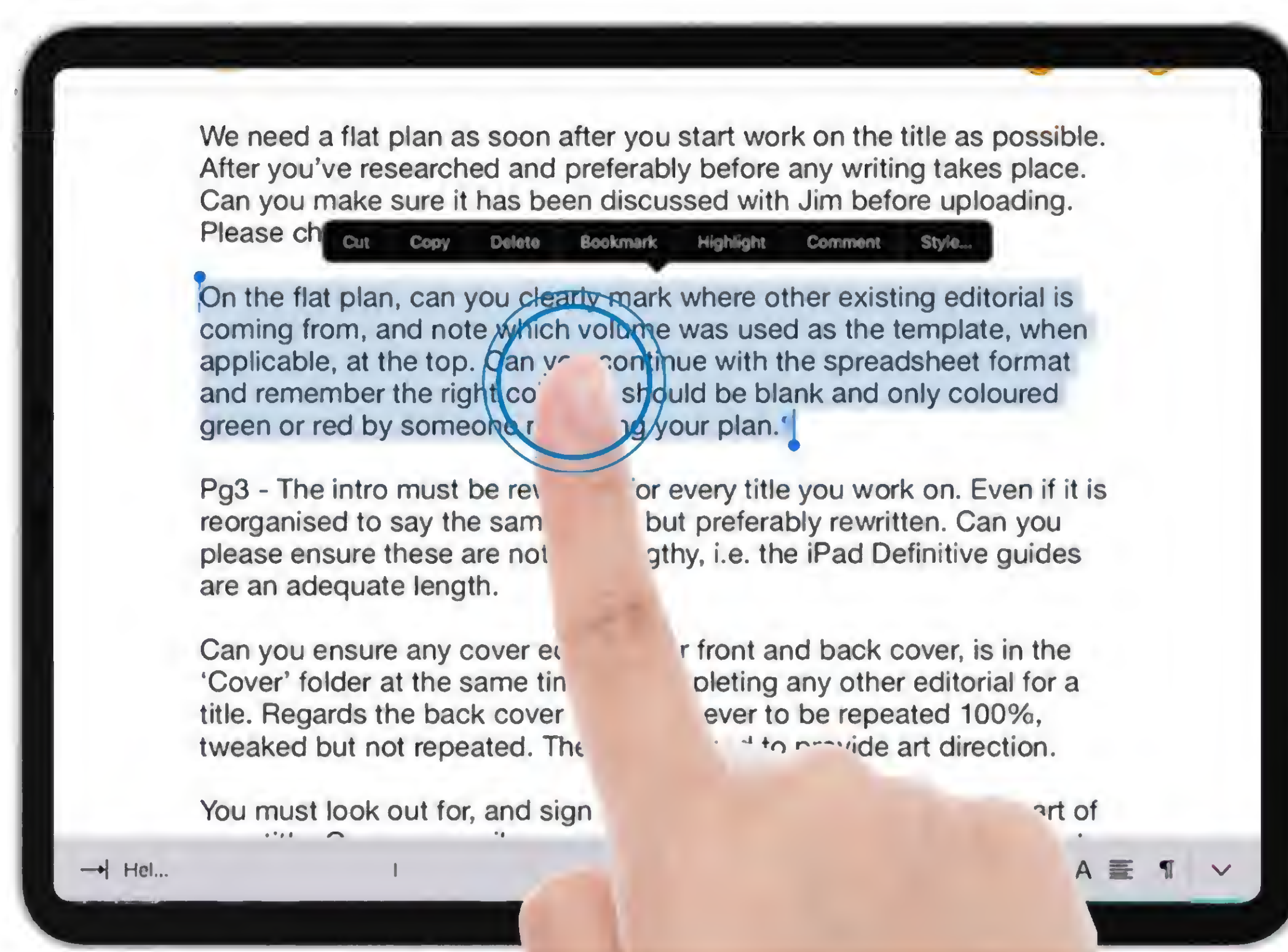
Key Gestures For iPadOS

We cover the iPad's awesome range of touchscreen gestures later in this book, but here we take a look at the exciting, new multitouch gestures brought to the iPad with the new iPadOS. Now it's even easier to navigate your way through your iPad with swipes, taps and pinches.



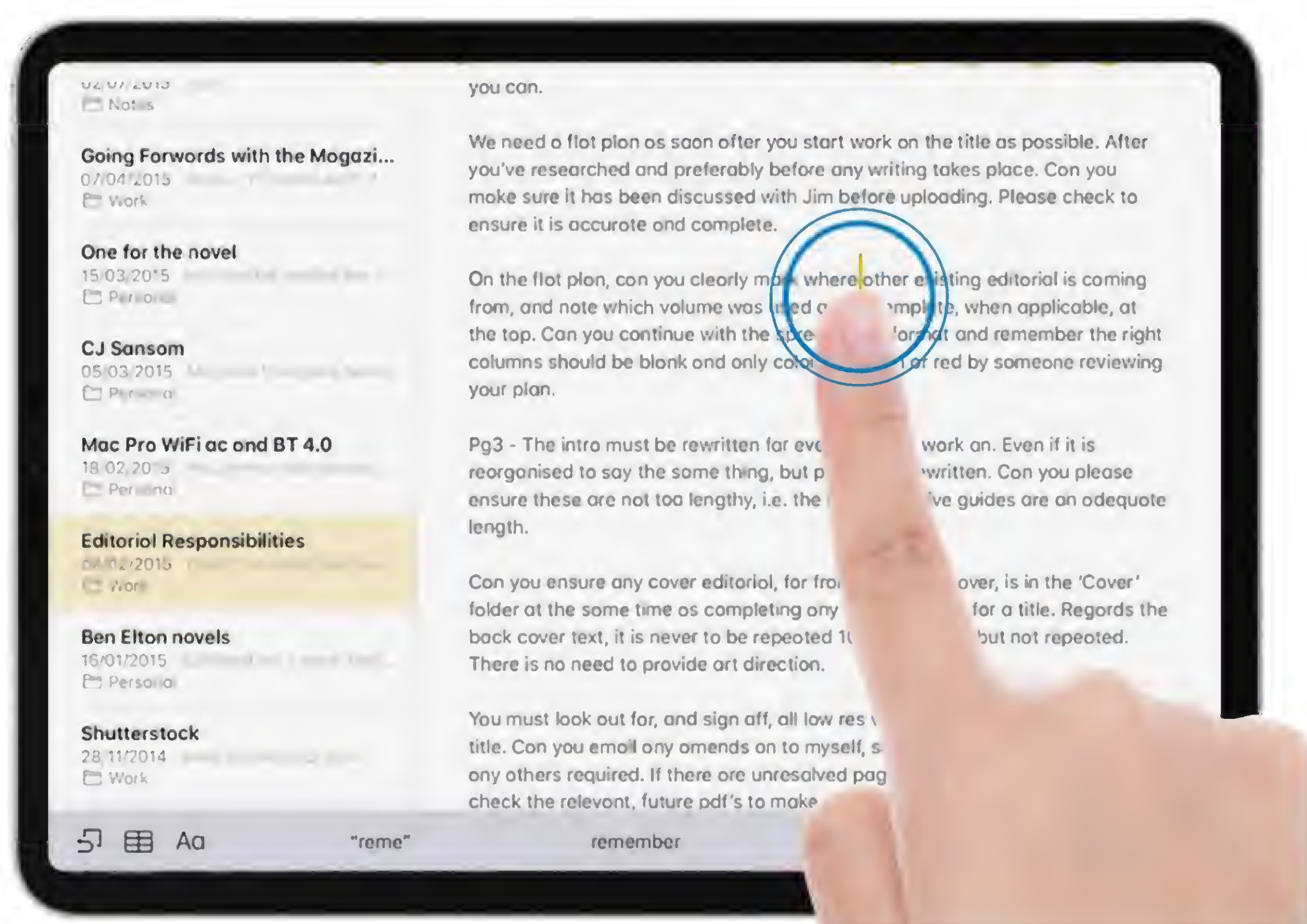
Drag to Select

To select a long piece of text, double-tap and hold the first word in the piece you want to highlight, and then drag your finger over the rest to select it all.



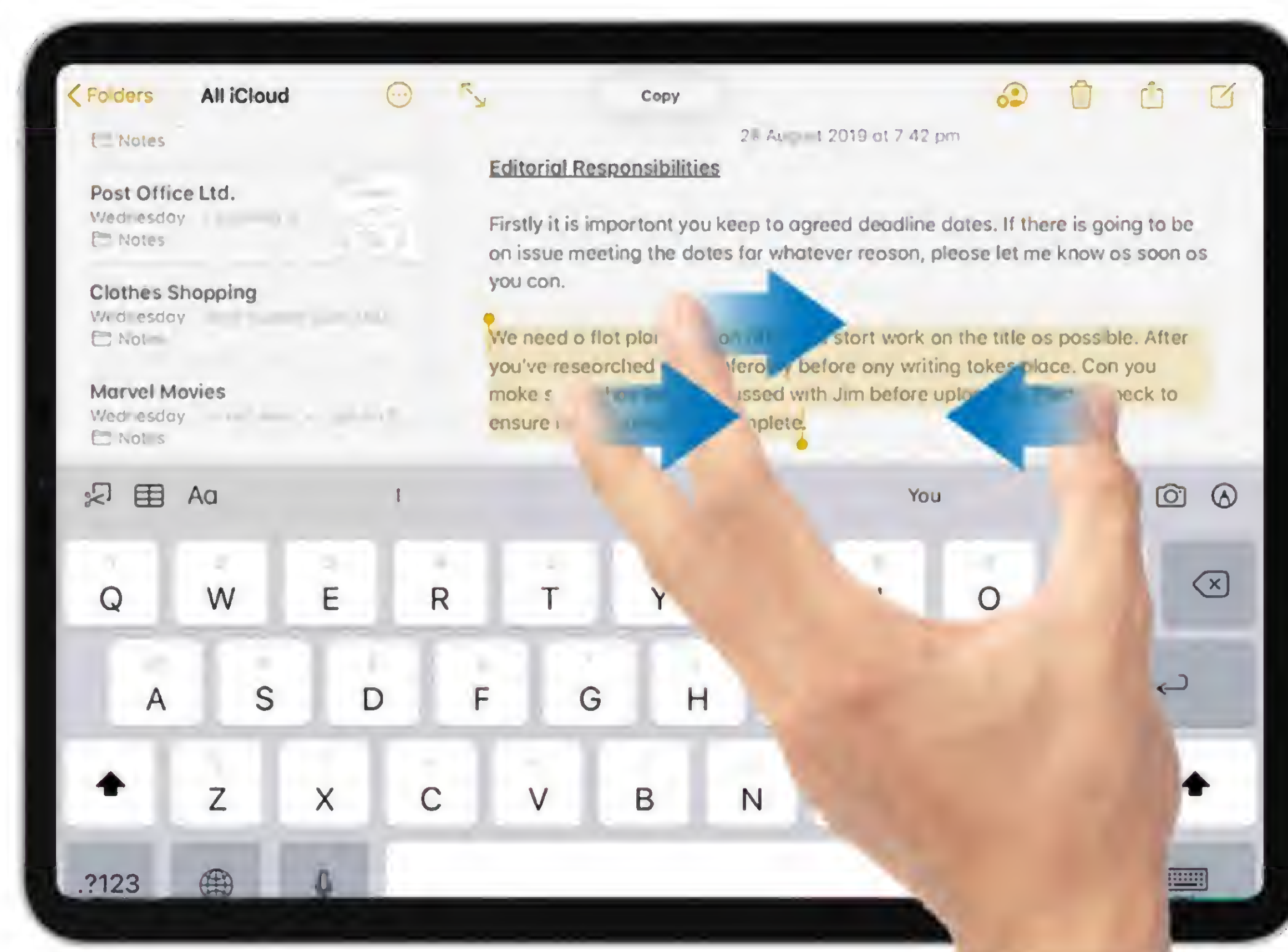
Tap to Select

Tap a single word twice to select it. Tap Twice to select a complete sentence. Tap three times and you can select an entire paragraph.



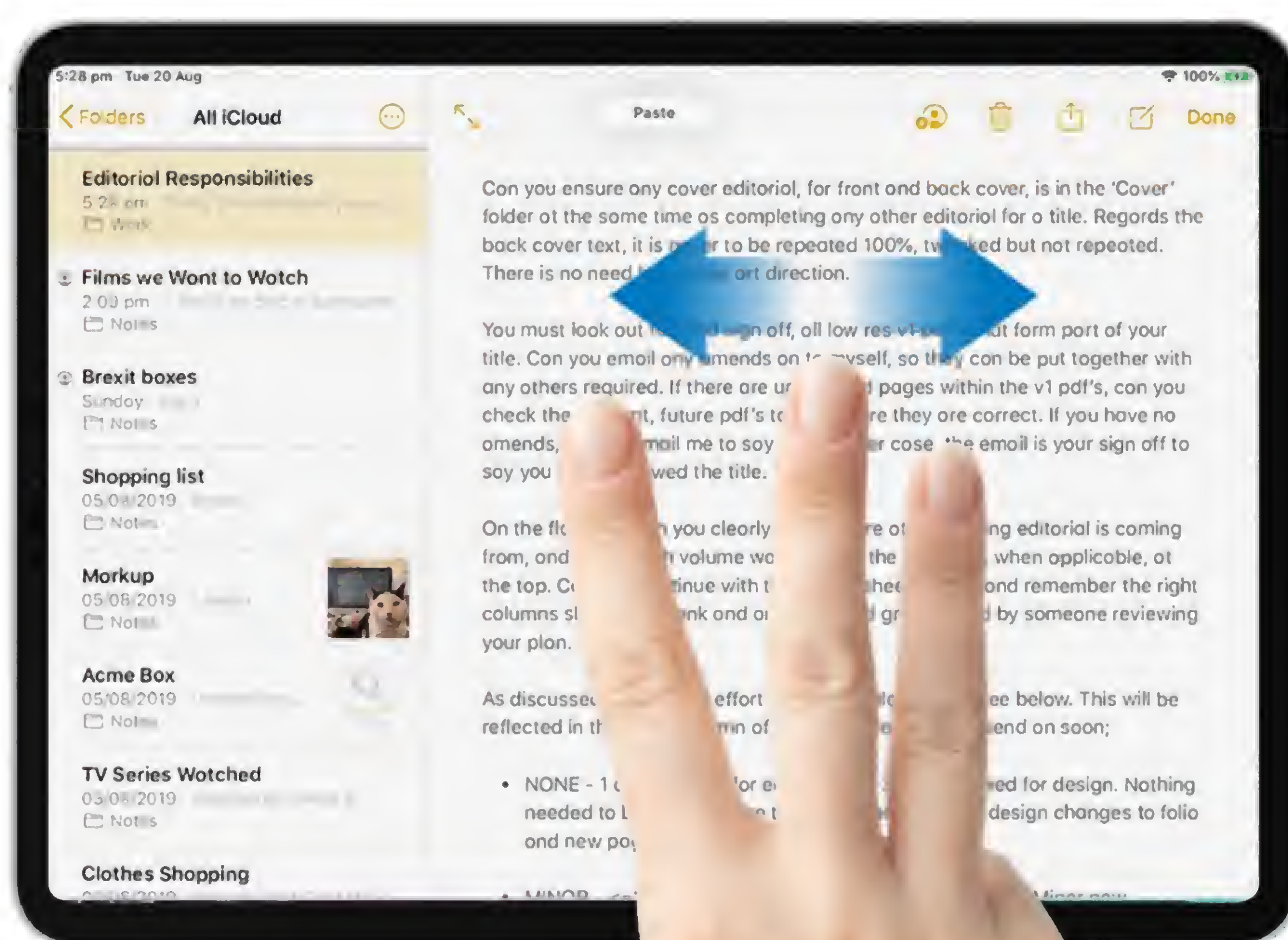
Drag Cursor

To move the cursor around the screen, tap and hold it, until it grows larger and longer, drag it wherever you want and then lift your finger to drop it.



Copy Gesture

To copy a piece of selected text to the clipboard, without using the pop-up menu, pinch with three fingers. The word 'Copy' appears atop the screen.



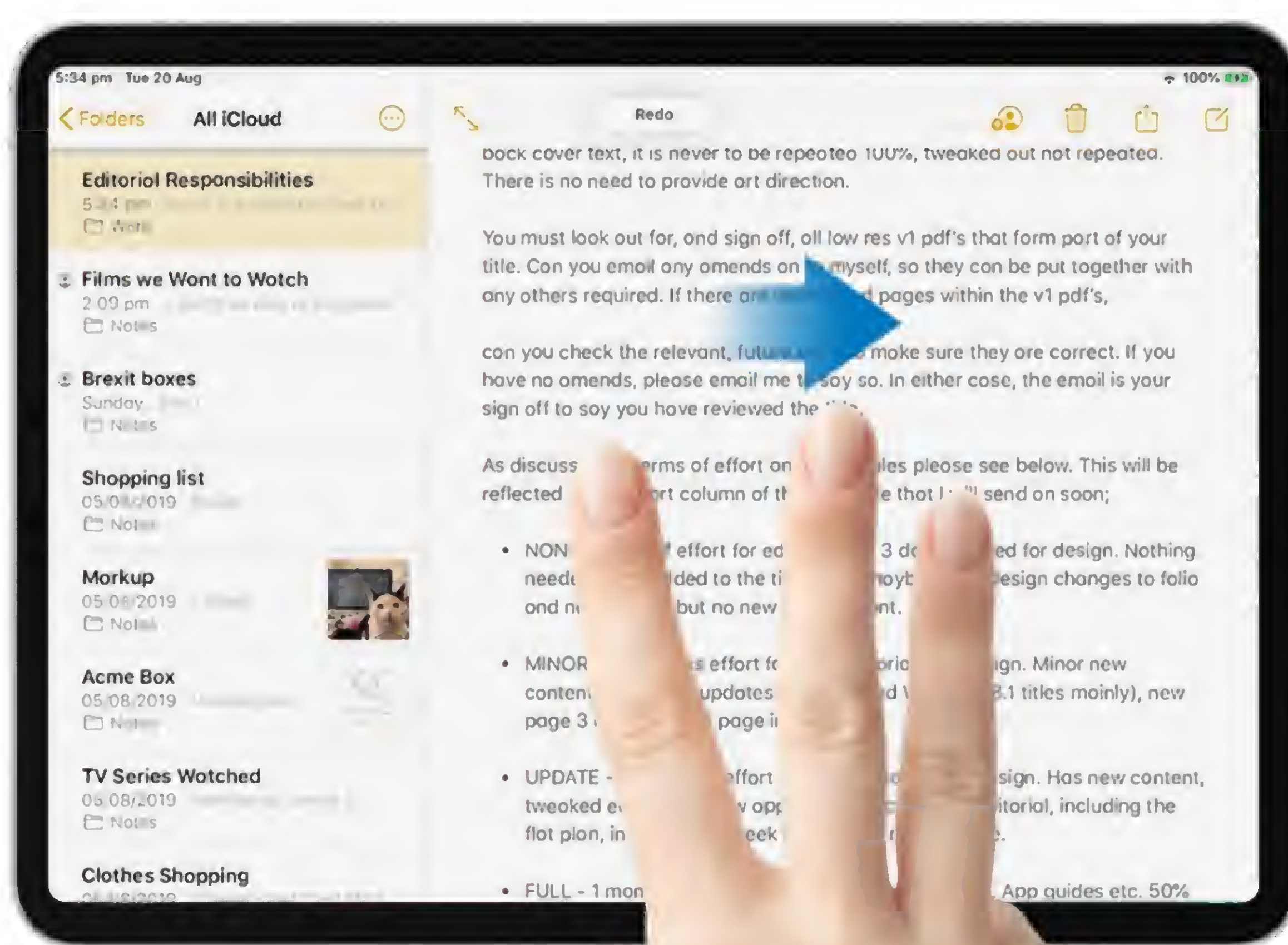
Paste Gesture

To paste text you've copied to your clipboard, place the cursor where you want the text, then spread with three fingers. 'Paste' appears atop the screen.



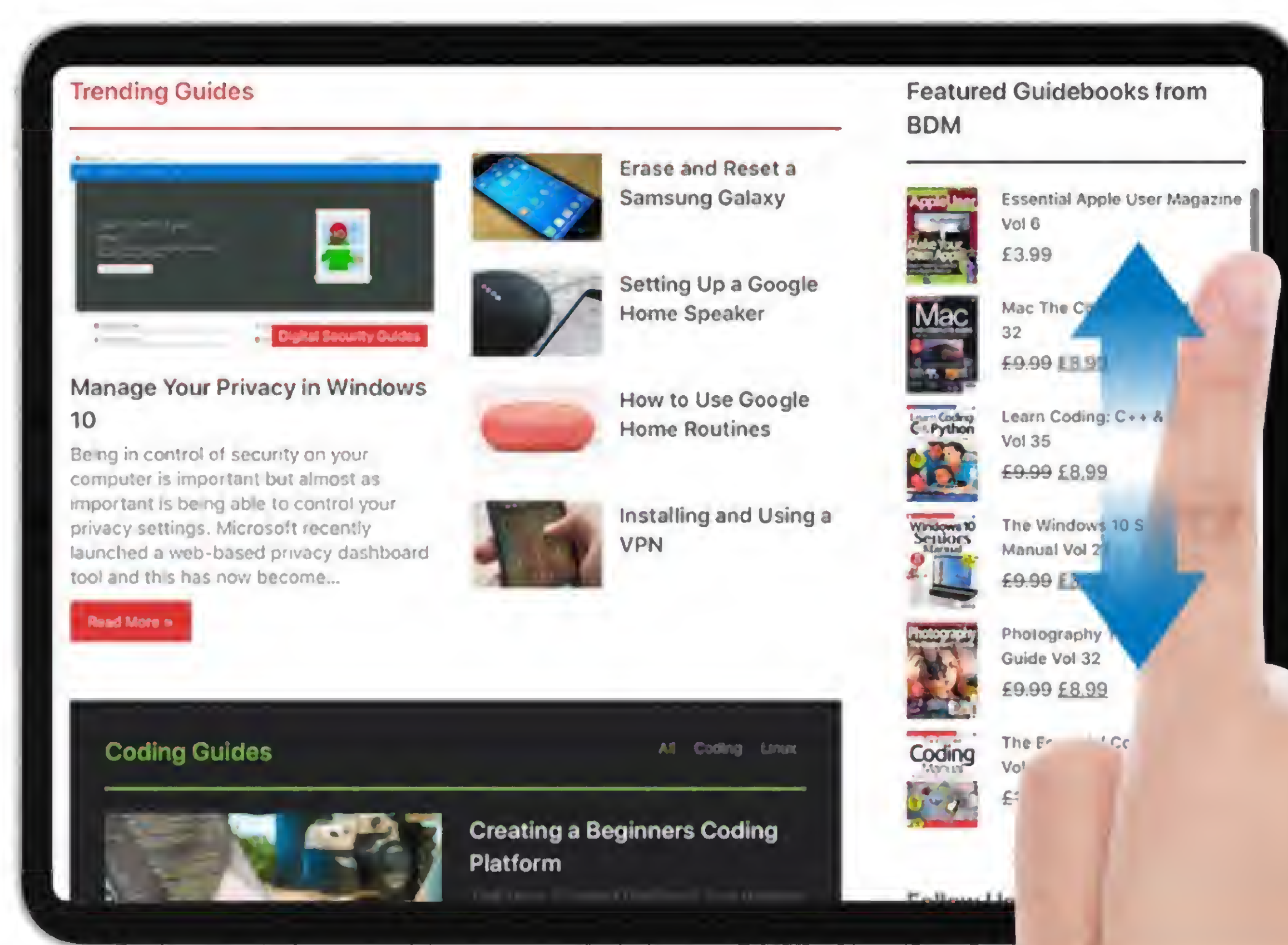
Undo

To undo the last change you made to your document, swipe left with three fingers. Your last edit is reverted. 'Undo' appears atop the screen.



Redo

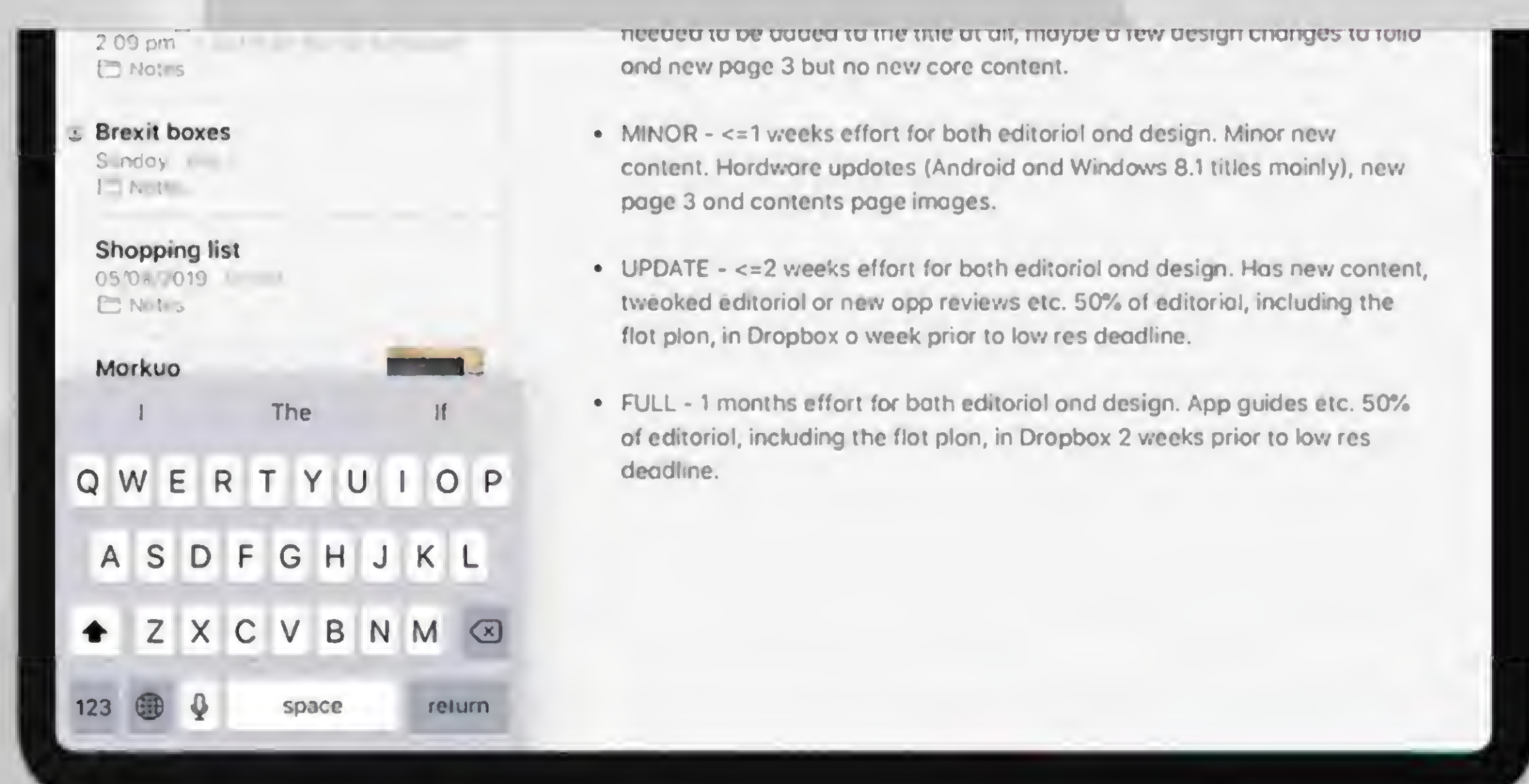
To redo an edit you've just undone, use a three-fingered swipe right. The change is made, and the word 'Redo' appears at the top of the screen.



Drag Scrollbar

If, when you drag it up and down, a scrollbar appears on the right of the screen, tap and hold it. You can now drag the scrollbar up and down instead of the screen.

Two Keyboard Gestures.



Shrink the Keyboard

By pinching in with two fingers on the iPad's keyboard, you can shrink it to the size of an iPhone on-screen keyboard. Drag it around the screen using the grey line at the bottom.



Keyboard Shortcuts

If you use your iPad with a Bluetooth, hardware keyboard, you can use new keyboard shortcuts. Press and hold CMD to see a list of shortcuts for the app you're currently using.

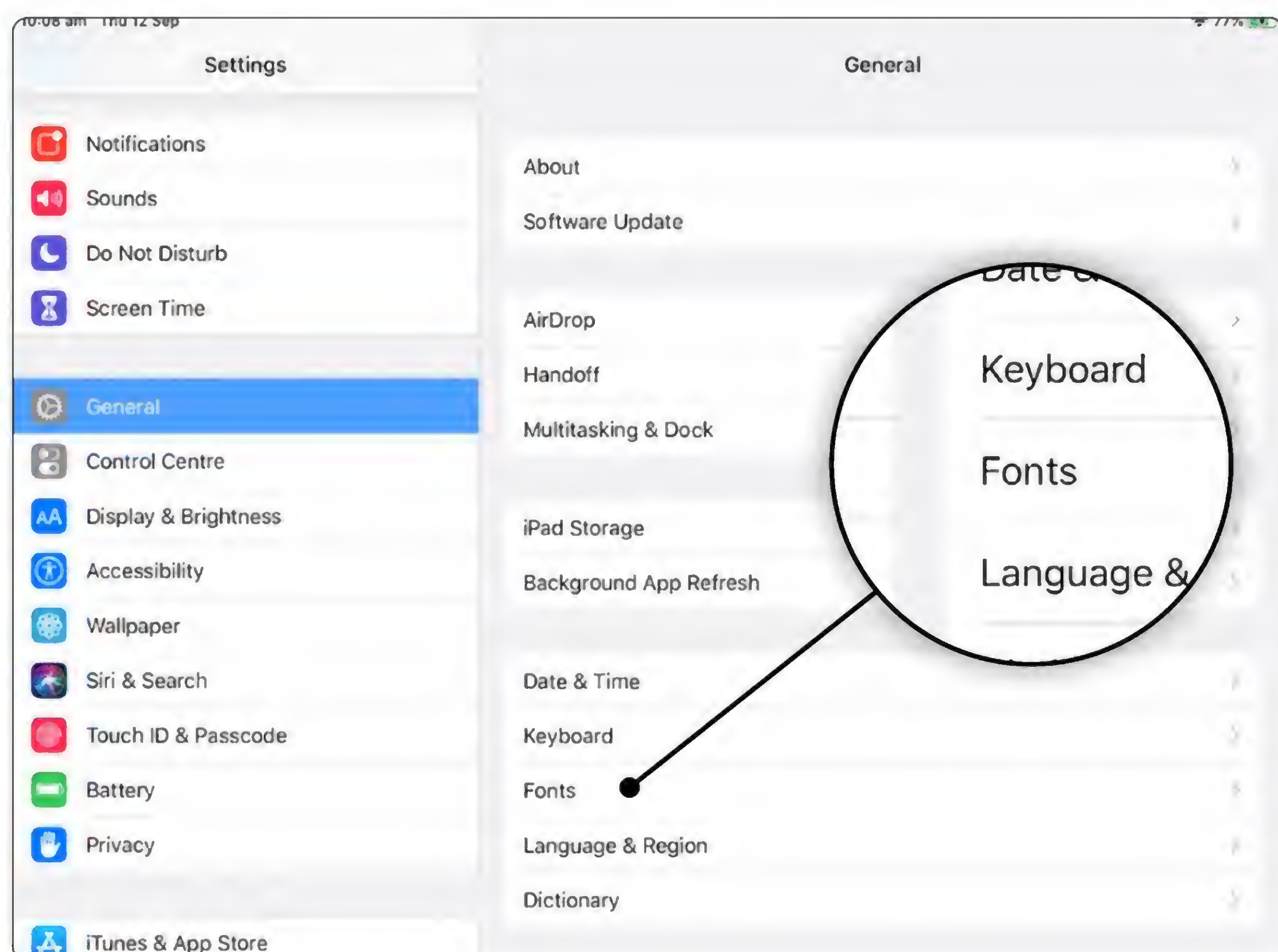


Exclusive to iPadOS

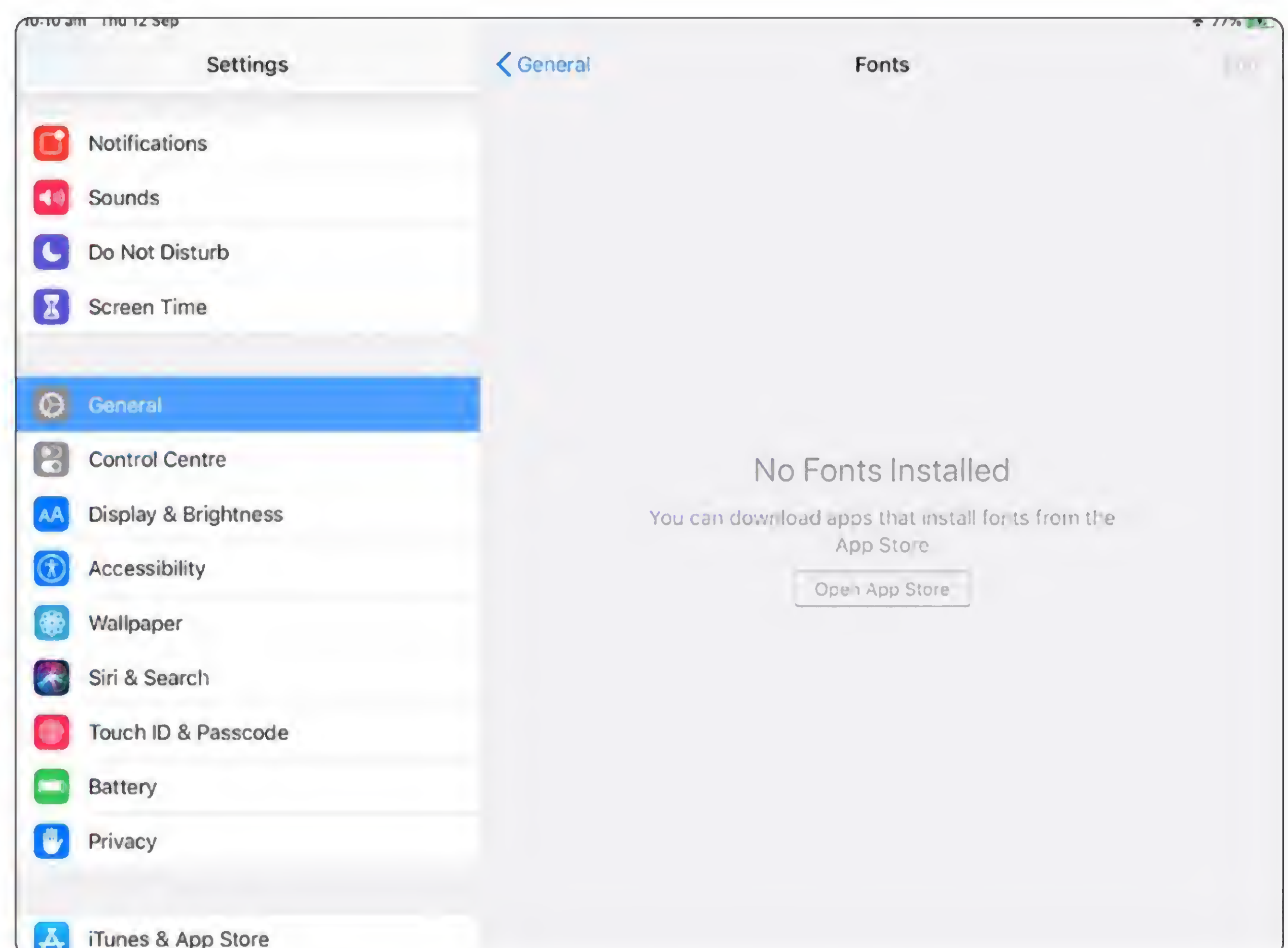


Custom Fonts For Your Designs

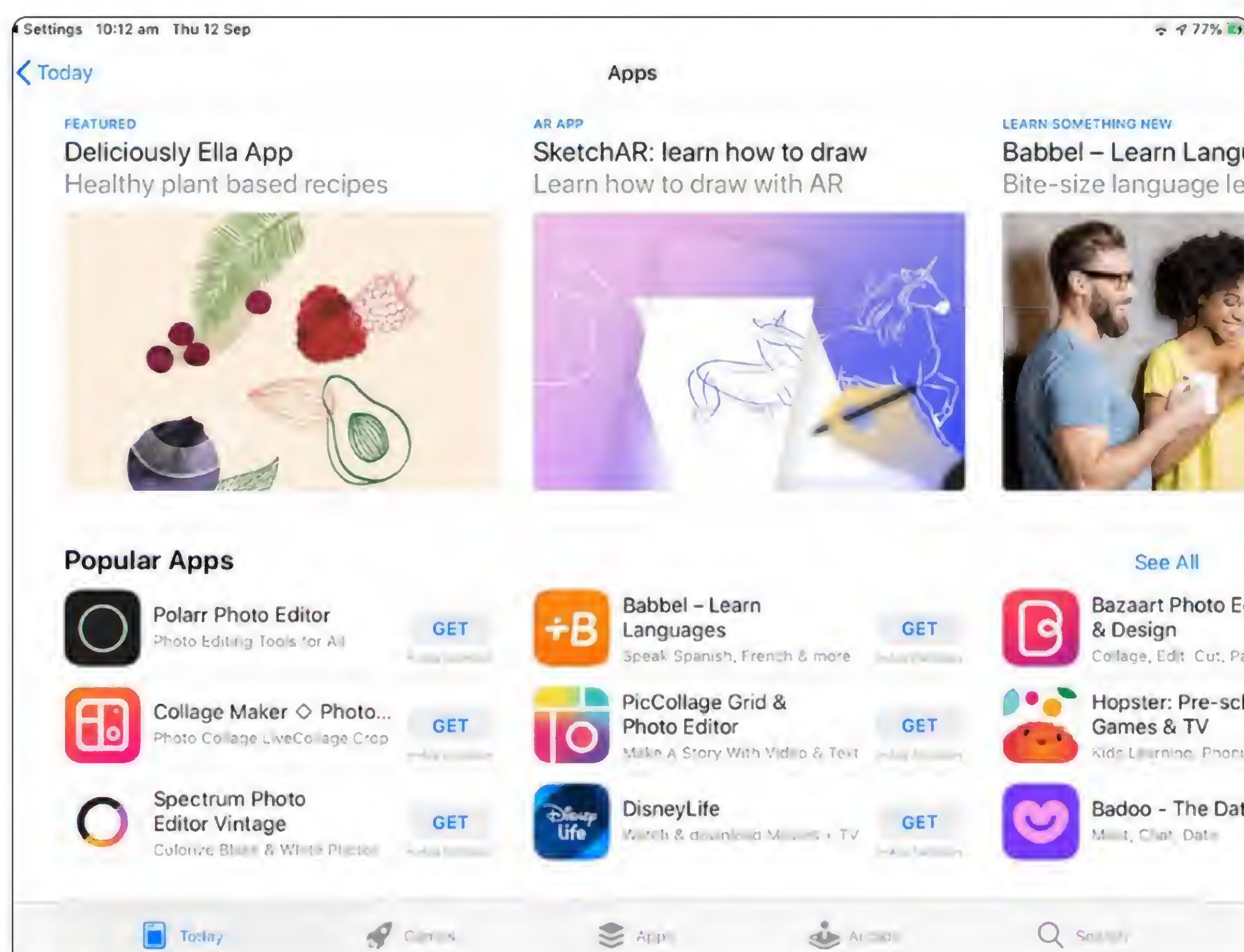
Another welcome addition to iPadOS is the ability to download and use custom fonts from the App Store in your designs. This means graphic designers and home hobbyists are no longer restricted to the fonts available on the iPad, but can add and use new ones instead.



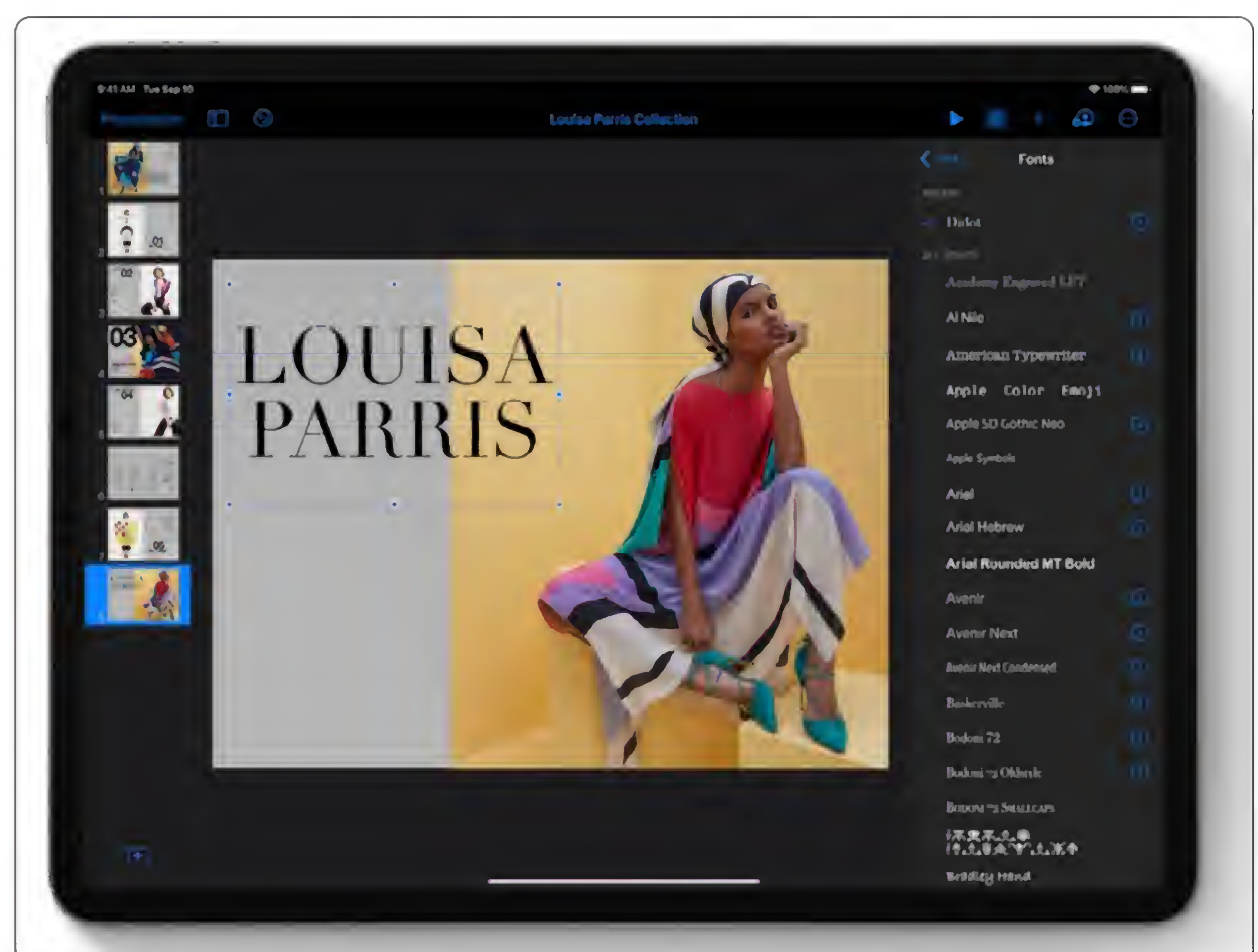
1 Open the Settings app, and in the left-hand sidebar, tap the General option. Now, in the right-hand column, tap the Fonts option. It's found in the fourth group of options, and is just below the Keyboard link.



2 The next page shows you a list of fonts you've already installed on your iPad. As this is a completely new service, we haven't yet installed any. Tap the Open App Store link to open the App Store.



3 You're shown the App Store's range of design, collage, and graphical utilities, including fonts. Take a look around, and when you find a font you like, install it. Some fonts are free, others must be paid for.



4 Fonts you've installed on your iPad yourself become available to use in your designs, just like the iPad's regular fonts. This can add real panache to your layouts, presentations, and flyers.

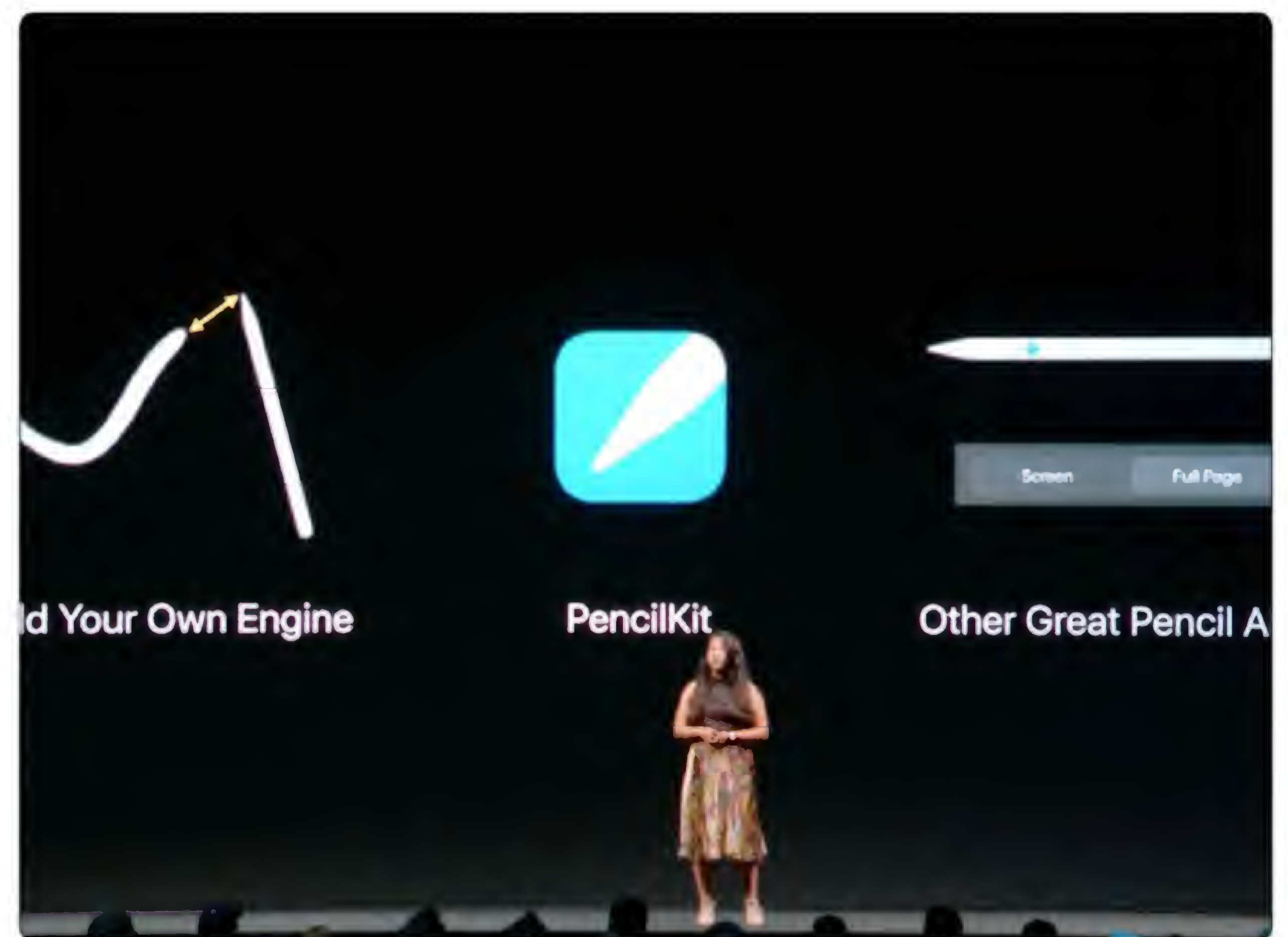


Apple Pencil New Features

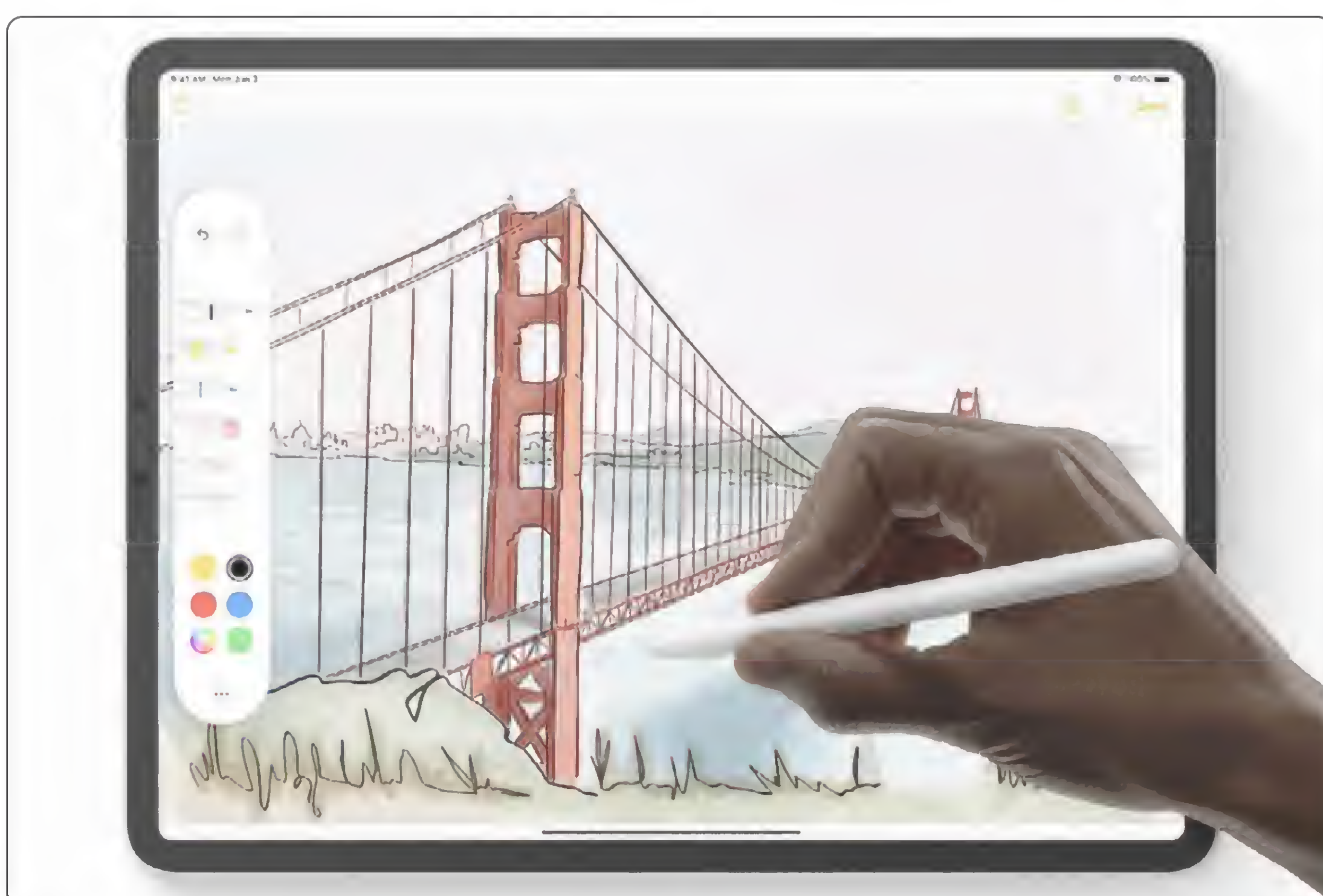
The Apple Pencil didn't get a hardware refresh this year, but there have been some great under-the-hood improvements to how well it runs. We're likely to see Apple Pencil support in a greater range of third-party apps too, making it even more useful. Let's take a look at the stylus and iPadOS.



1 Before, the Apple Pencil had a latency of 20ms, that is, it took the iPad 20 milliseconds to recognise an input from the pencil; an excellent figure. However, with iPadOS, it's down to 9ms, making subtle creativity far easier to achieve.



2 For developers, Apple has introduced 'PencilKit', a programming framework that makes it really easy for third-party developers to include Pencil support in their apps. This is great news if you prefer a non-Apple note-taking app.



3 The Pencil Palette – which is to be made available for use in third-party apps – has gained a new pixel eraser for greater precision when erasing Pencil strokes. It can be placed anywhere on the screen now, instead of being fixed at the bottom.



4 You can take screenshots with an Apple Pencil by swiping up from the bottom left, or bottom right, of the screen. This is very convenient if you want to mark up the screen with Apple Pencil and send it to a friend or colleague.



10:41 AM Mon Jun 3





iPadOS in Action!

Although the iPad now has its own operating system, a lot of the new features included in iPadOS are also found in the new iOS 13. In this section, we bring you a round up of great tips and tricks that work on both your iPhone and your iPad, as long as you've updated them to iPadOS and iOS 13. There's something here for everyone, so let's take a look.

[Learn more >](#)



Updating to iPadOS And Updating Apps

Apple regularly releases updates to its operating systems, and iPadOS is no exception. If you haven't yet updated to iPadOS, follow this guide. If you have, keep this tutorial handy for when Apple updates the tablet operating system.



System Requirements.

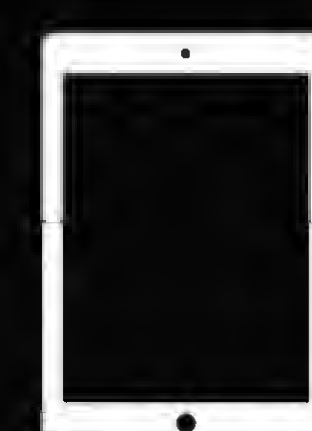
If you want to update to iPadOS, your iPad must be one of the following:



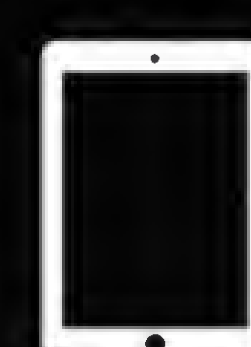
12.9-inch iPad Pro
11-inch iPad Pro
10.5-inch iPad Pro
9.7-inch iPad Pro



iPad Air
(3rd generation)
iPad Air 2



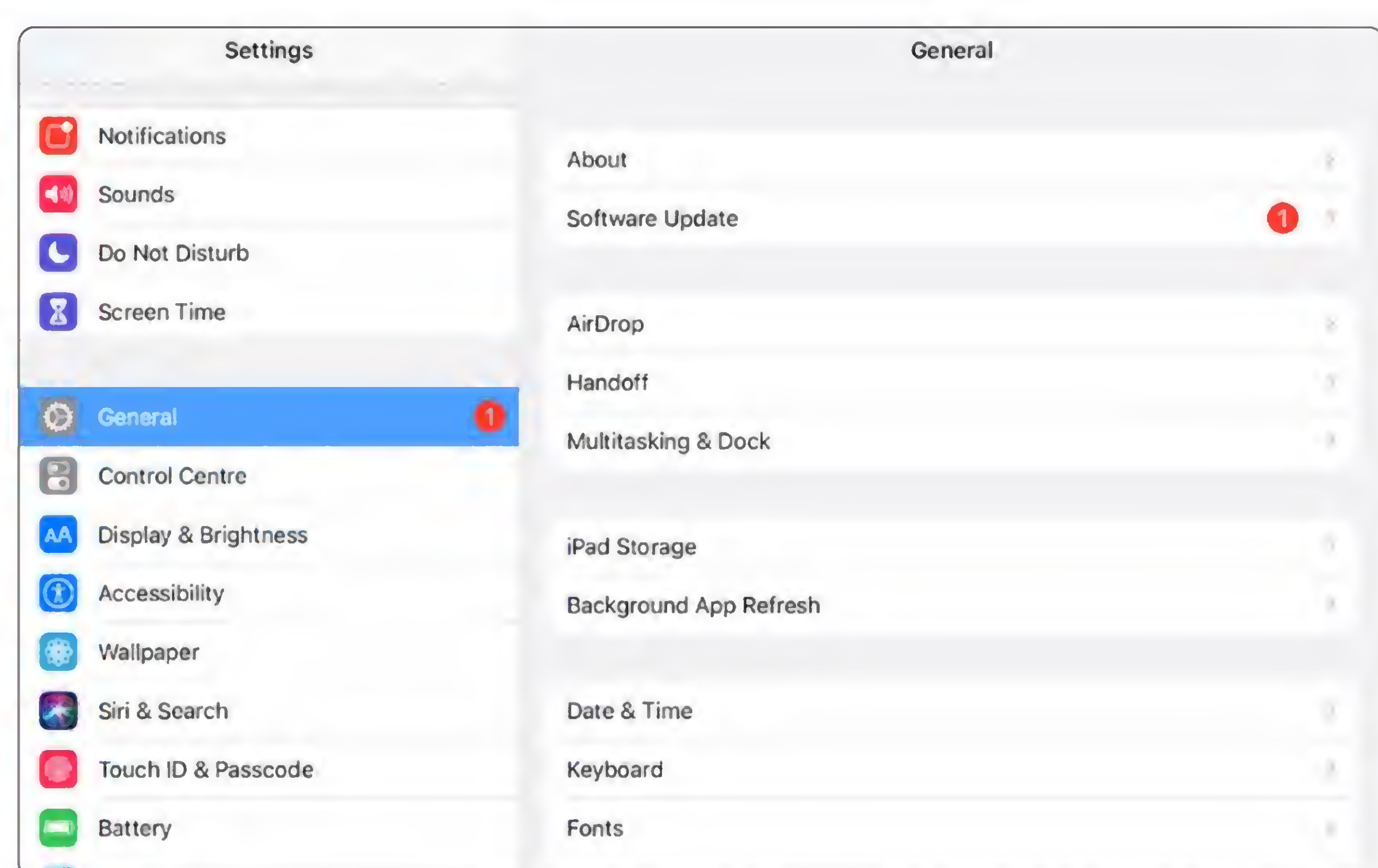
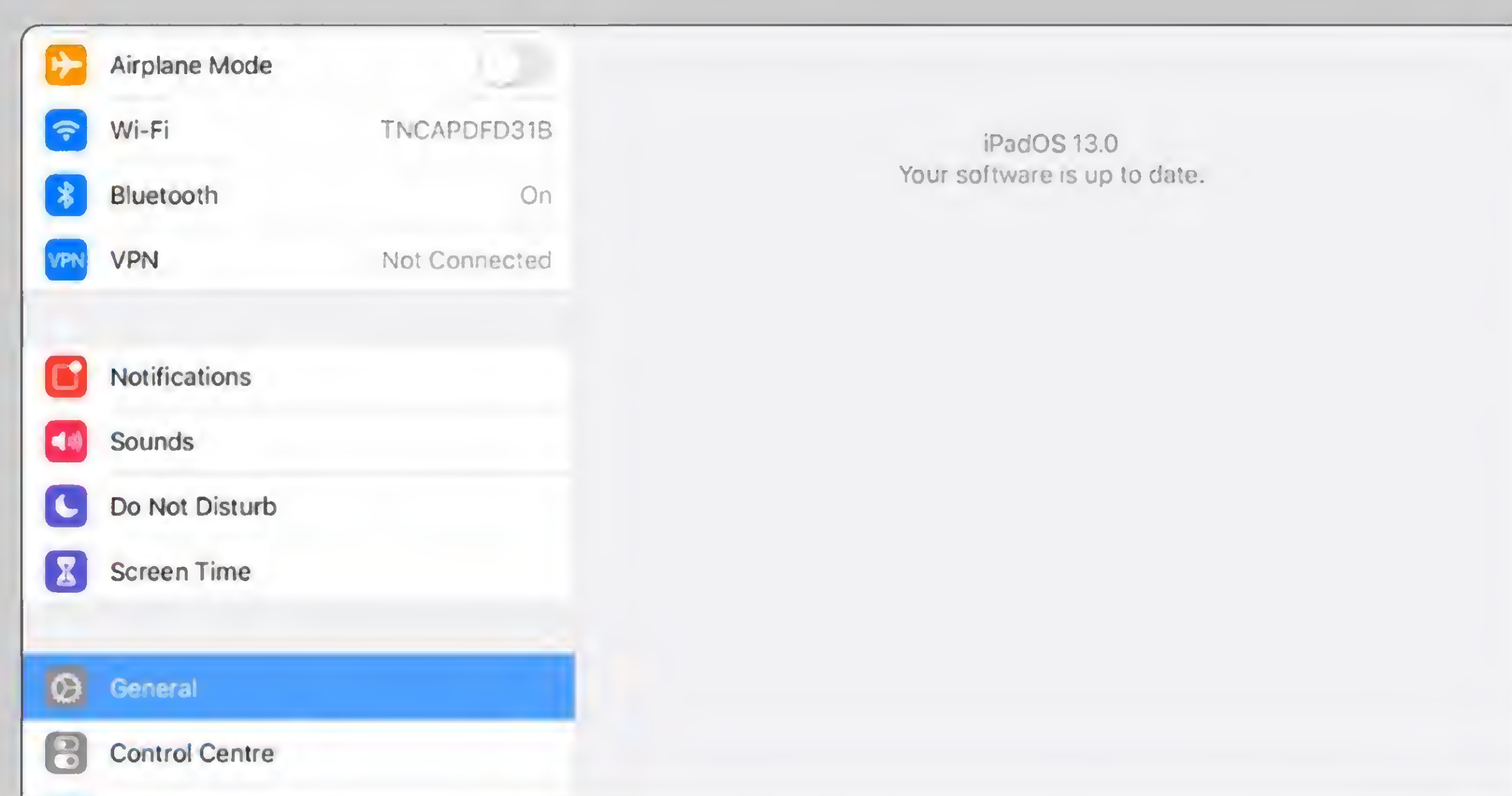
iPad
(7th generation)
(6th generation)
(5th generation)



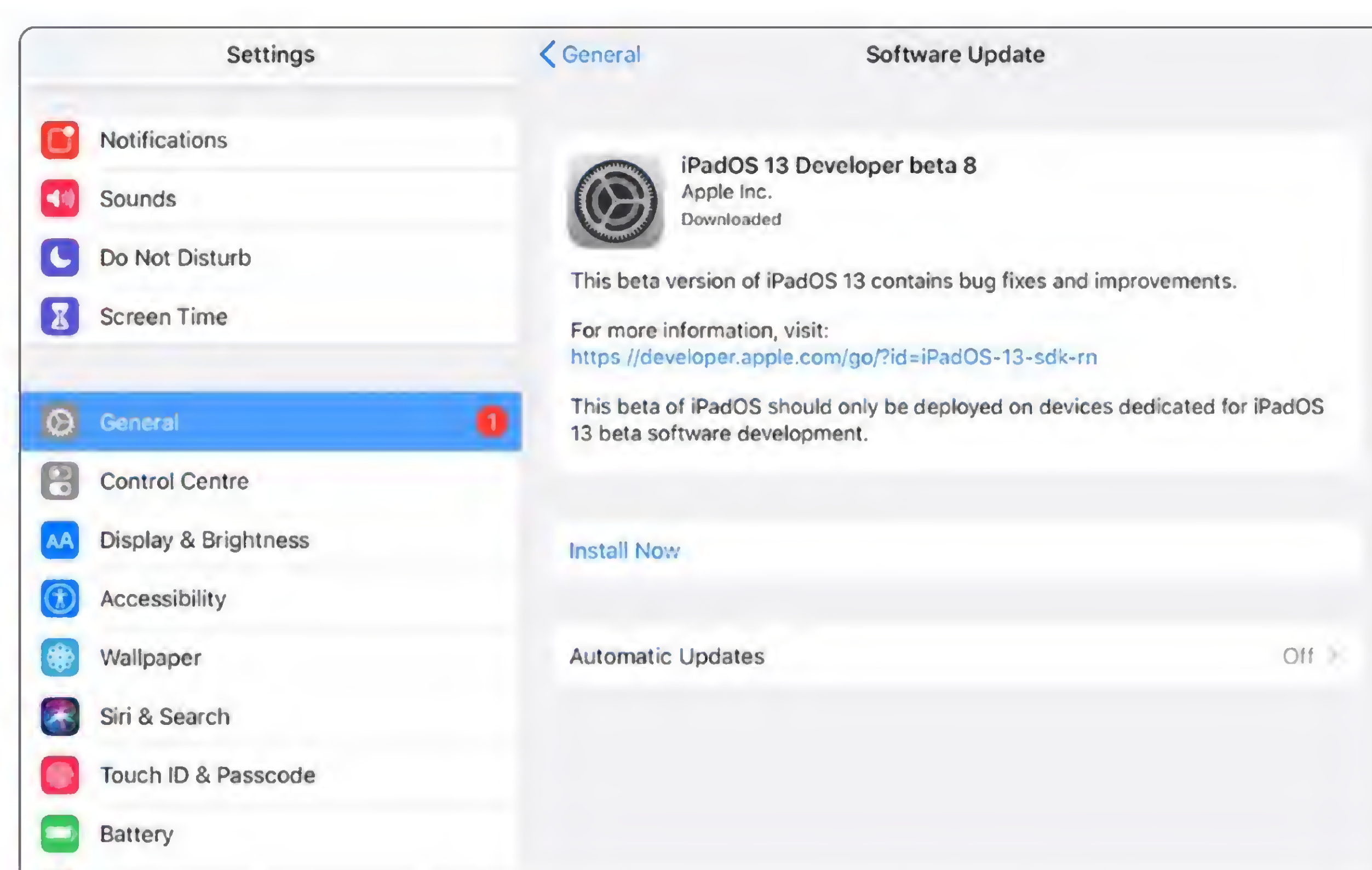
iPad mini
(5th generation)
iPad mini 4

Auto Updates.

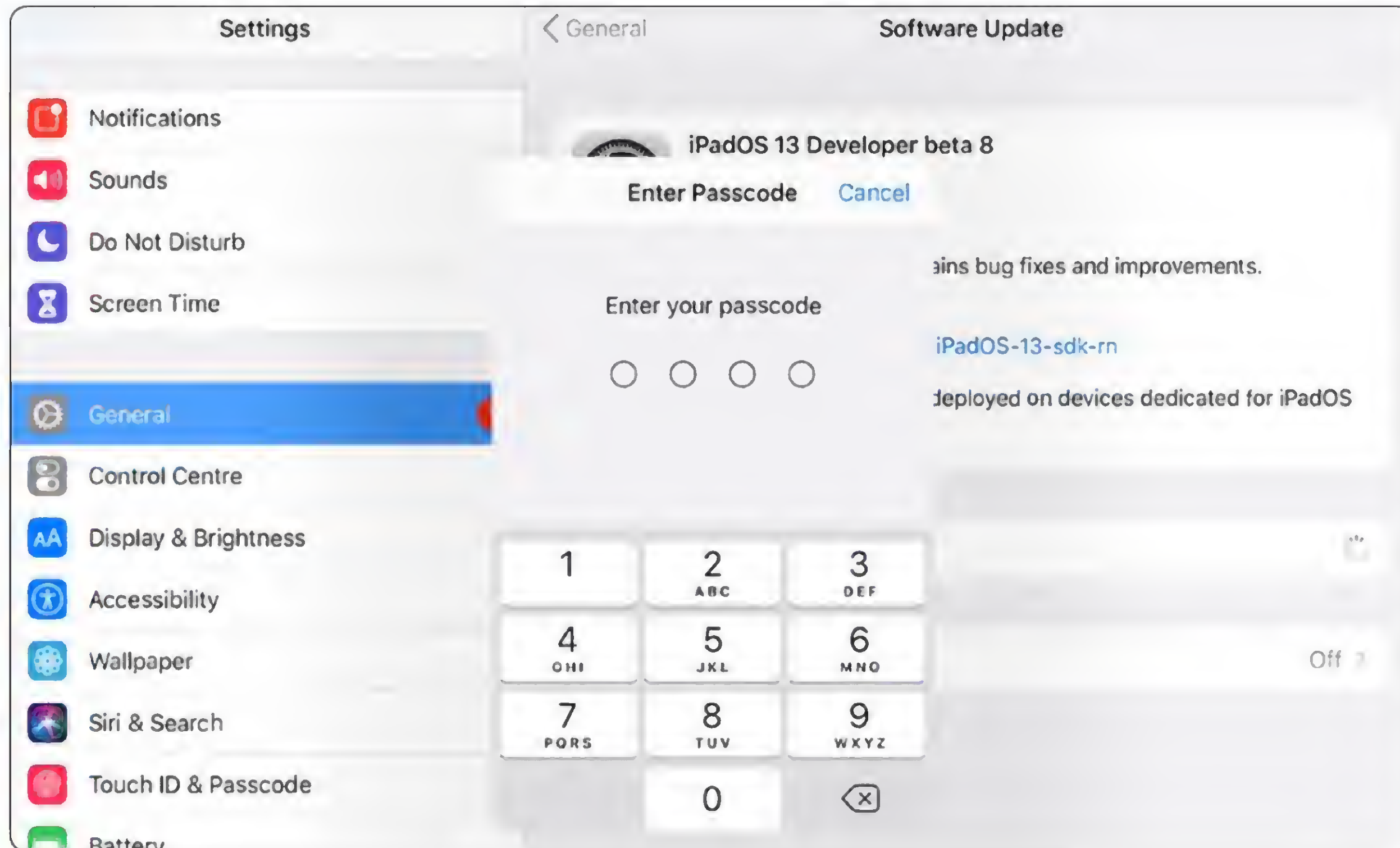
To download and install updates automatically, open Settings, and go to General > Software Update > Automatic Updates; turn it on. Updates to apps and iOS are then downloaded automatically, and installed overnight when your iPad is connected to Wi-Fi and charging.



1 When there's a new version of iOS, the Settings app icon on the Home screen is badged with a number in a red circle. Open it, and from the next screen, look for the General link and then tap it.



2 In General, tap Software Update. Your iPad checks with Apple to see if there is a newer version than the one you're currently running. If there isn't, you're told you're up to date, but if there is, you can install it now.



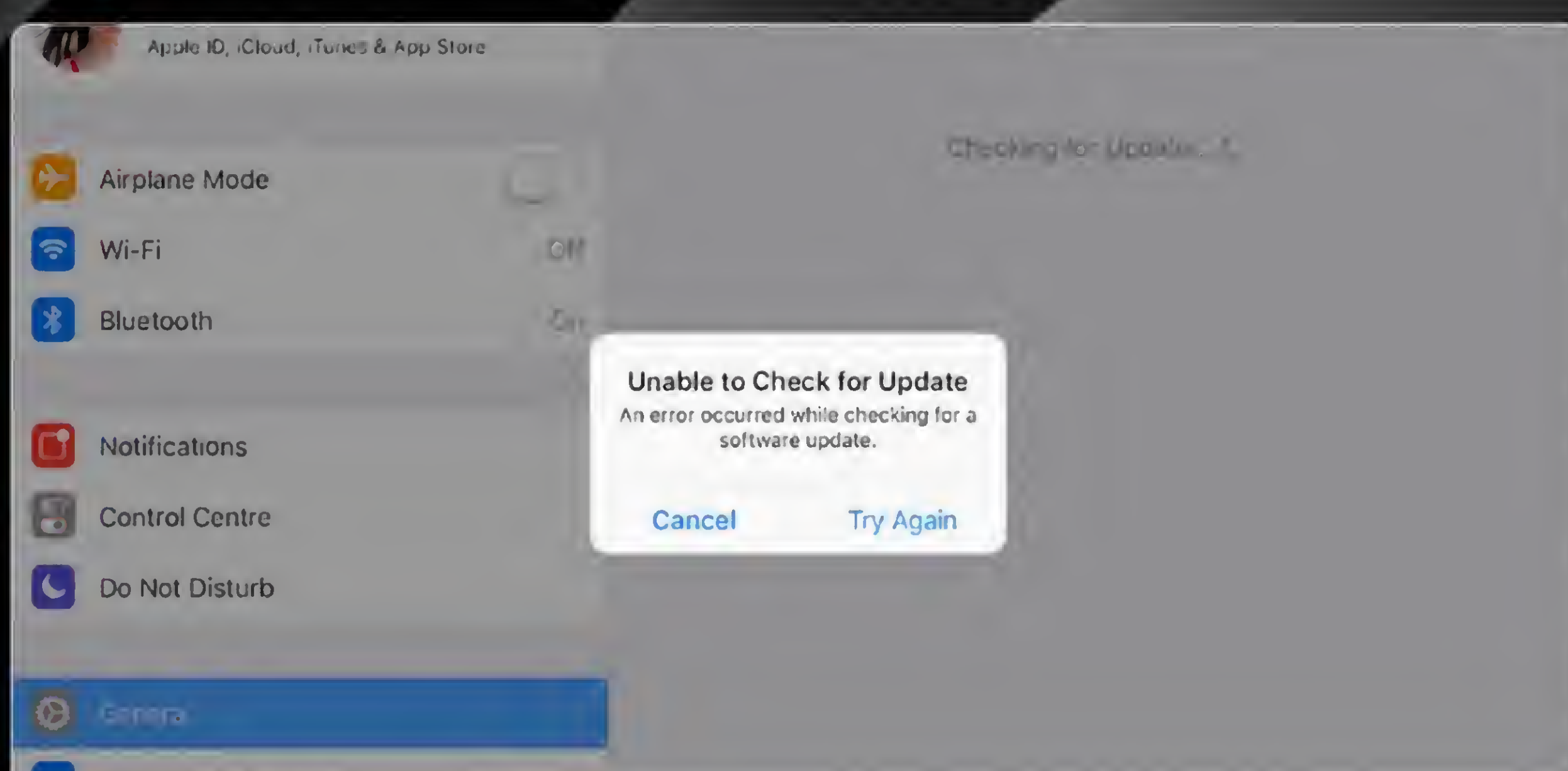
3 If an update's available, tap the Install Now link. You may need to plug your iPad into a mains power supply if the battery's low. After entering your passcode, the update is verified and then downloads to your iPad.



4 When it's finished, tap Install Now to begin the installation process. The update installs and your tablet restarts; don't turn it off whilst this is going on. After the restart, you must enter your passcode, when prompted, and agree to Terms and Conditions. Then you're ready to enjoy your new version of iPadOS.

Software Update Failed.

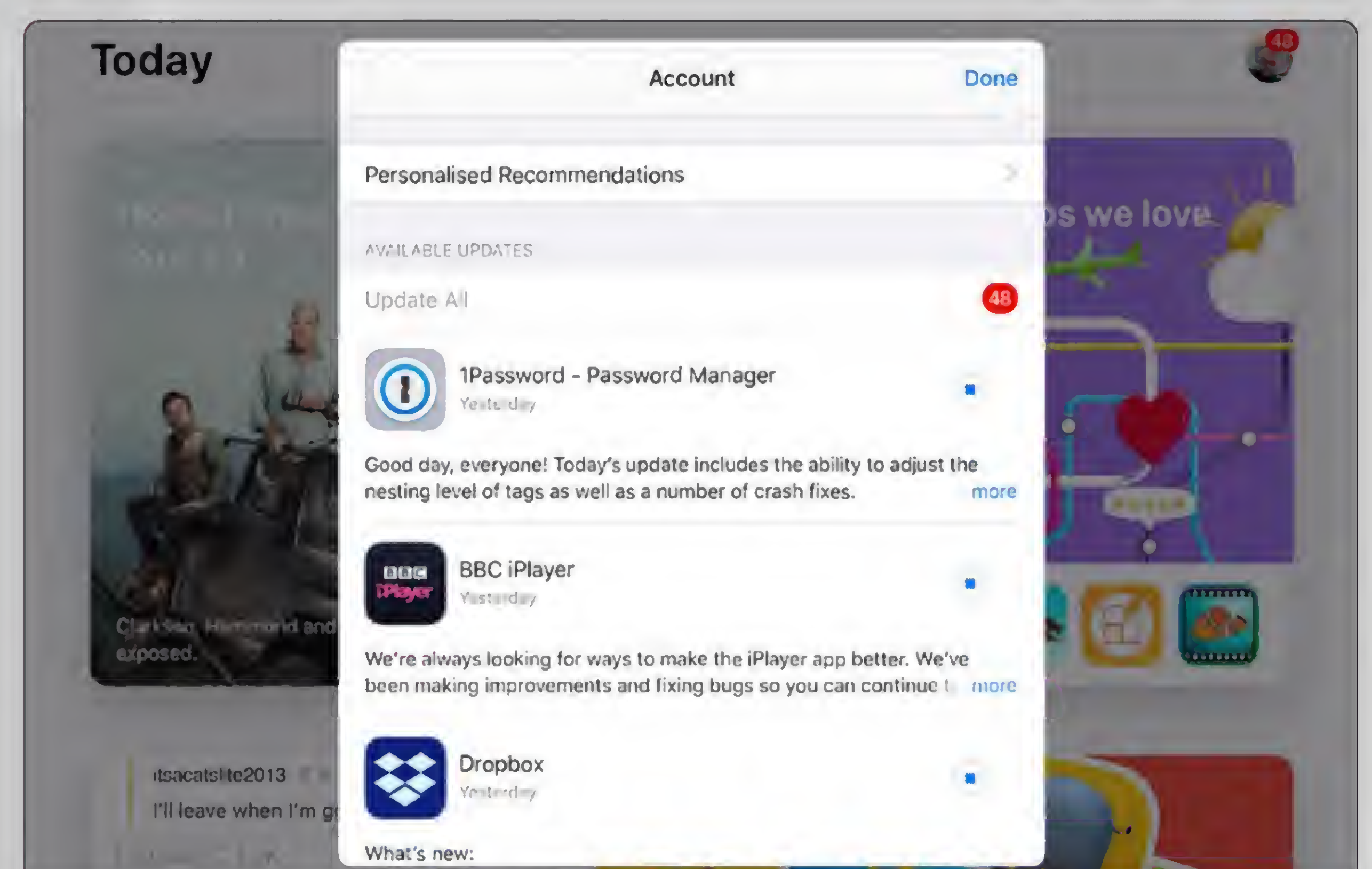
When a new version of iPadOS is released, Apple's servers can become overloaded with people trying to download it and update their tablets. If you see this message, saying the new software cannot be downloaded at the present time, try again later.



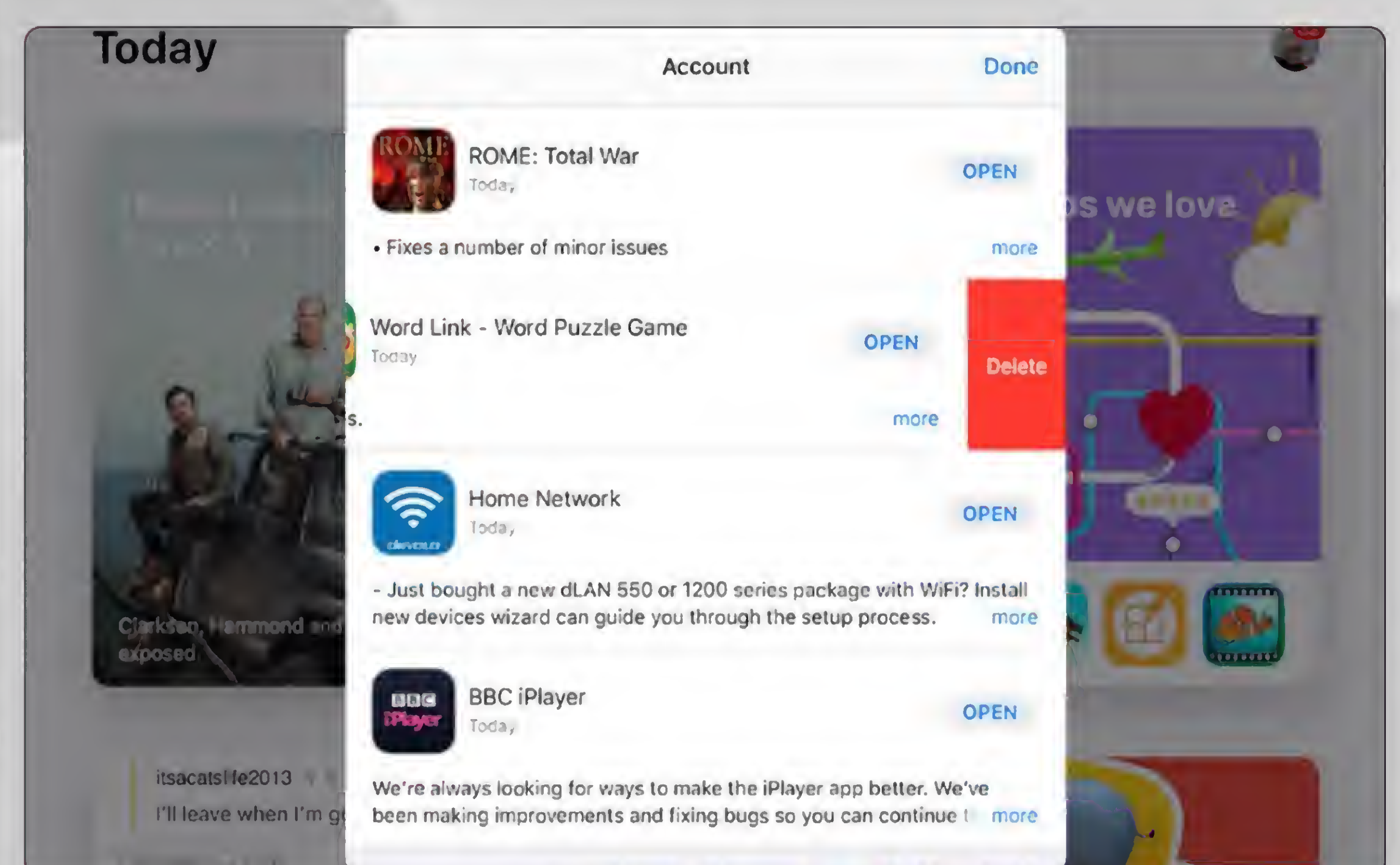
Downloading and Updating Apps.



1 If you have app updates to install, the App Store, on the Home screen, is badged with a number. Open it, then tap your Accounts icon in the top right (also badged) to see a list of apps that have been updated.



2 Tap an app to read about what's new. Update an app by tapping its Update button, or tap the Update All link to update all apps at once. Progress is shown in a circle; tap it to pause or continue an update.

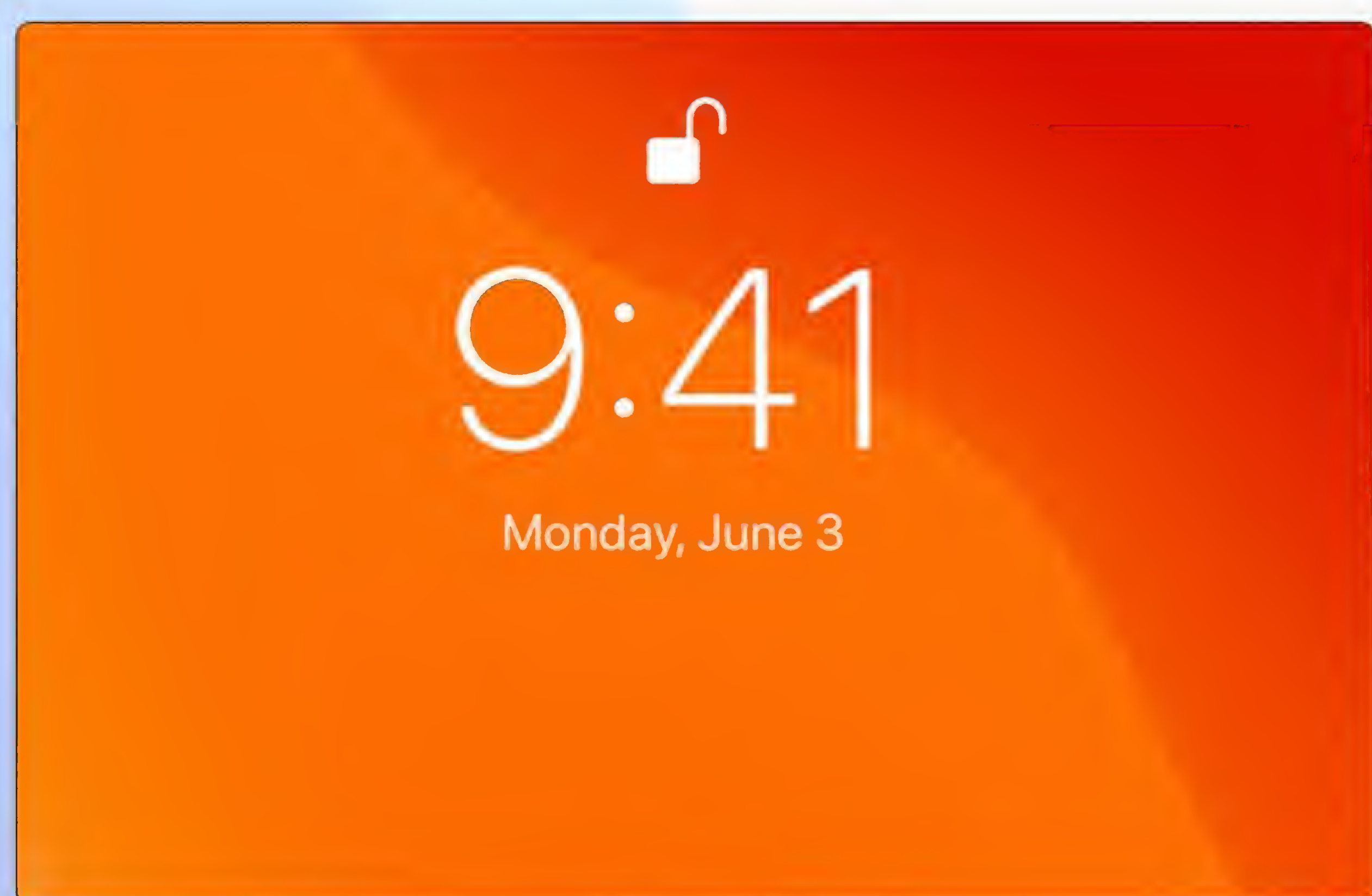


3 When your apps have finished updating, you can tap the Open button that has replaced the Update link to launch that app directly from the Updates screen. You can also swipe the app left for a Delete button.



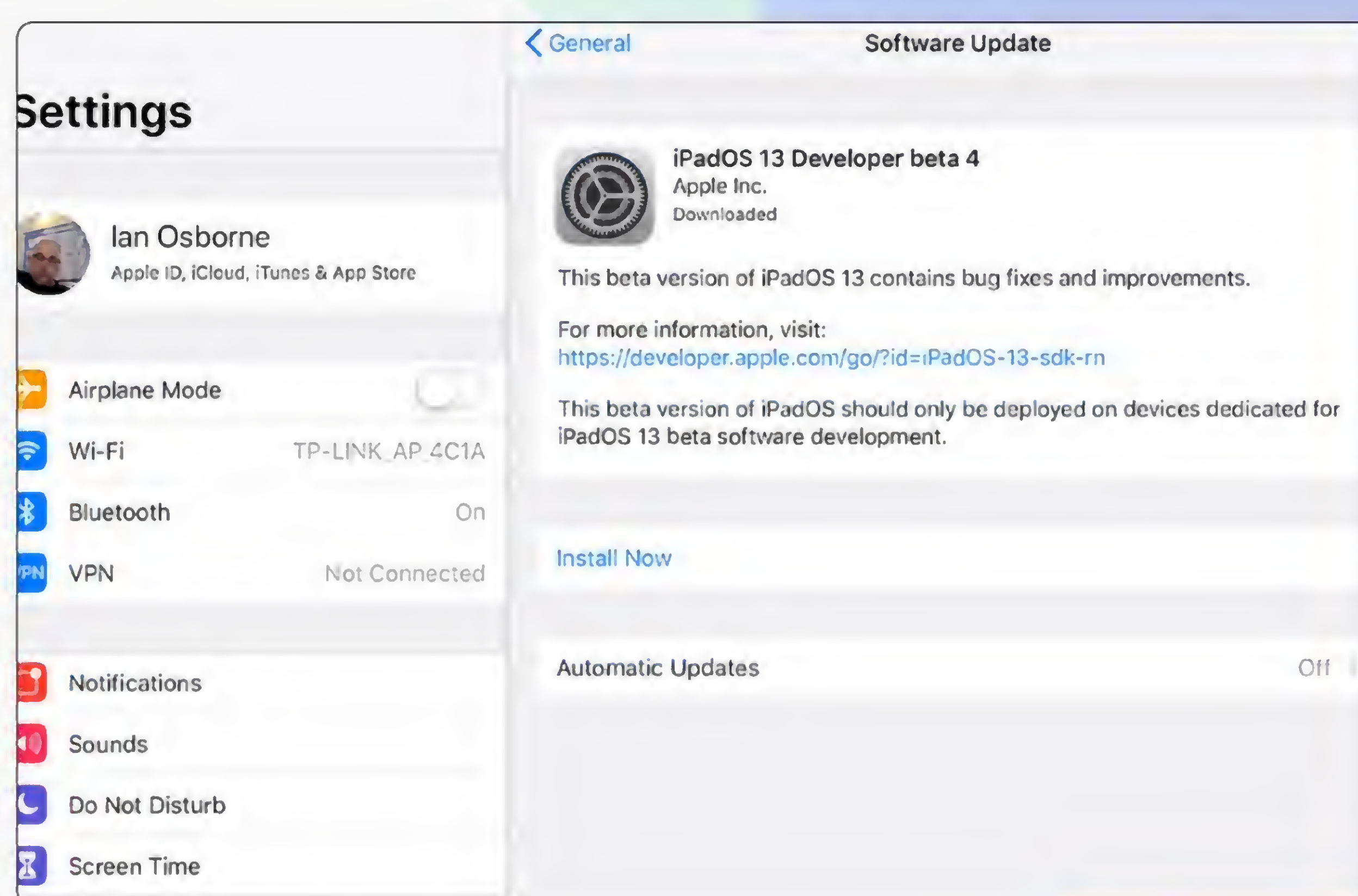
New to iPadOS What's Changed?

iPadOS is the latest version of the iPad's operating system. When you've upgraded your tablet to iPadOS, you have a huge range of exciting new features at your disposal, as well as a performance upgrade. Here we show you the very best of the new and improved features in iPadOS.



Performance Improvements

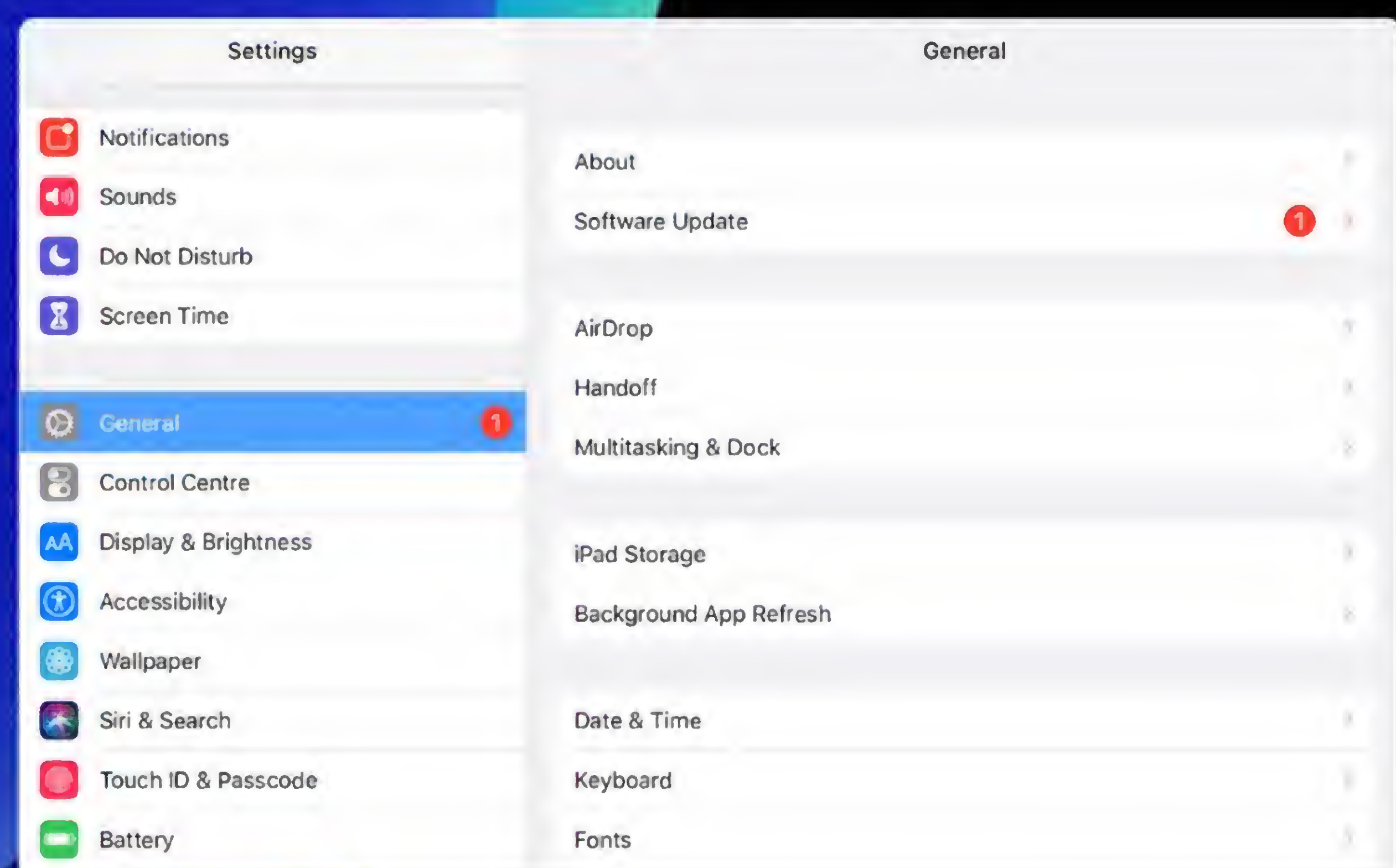
Apple has made under-the-hood enhancements and optimisations to make iPadOS run faster on your iPad. Face ID unlocks your iPad 30% faster, apps are smaller in download size and now launch up to twice as fast as before.



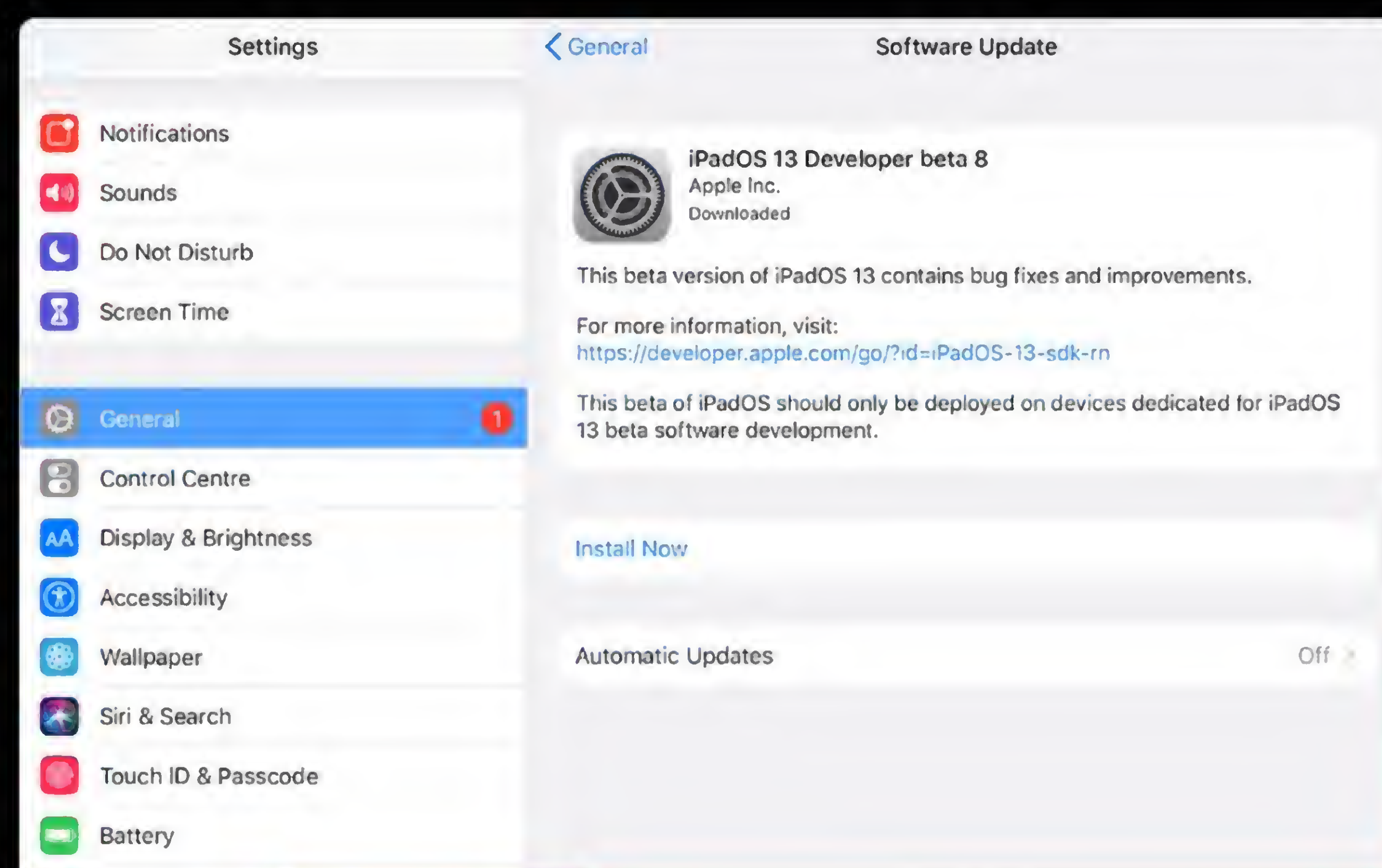
A Better Siri

Siri's voice has been given a makeover. Using advanced, neural text-to-speech technology, Apple has made it more natural and less robotic, especially when making long speeches. This makes it far easier on the ears.

Rearrange Apps.

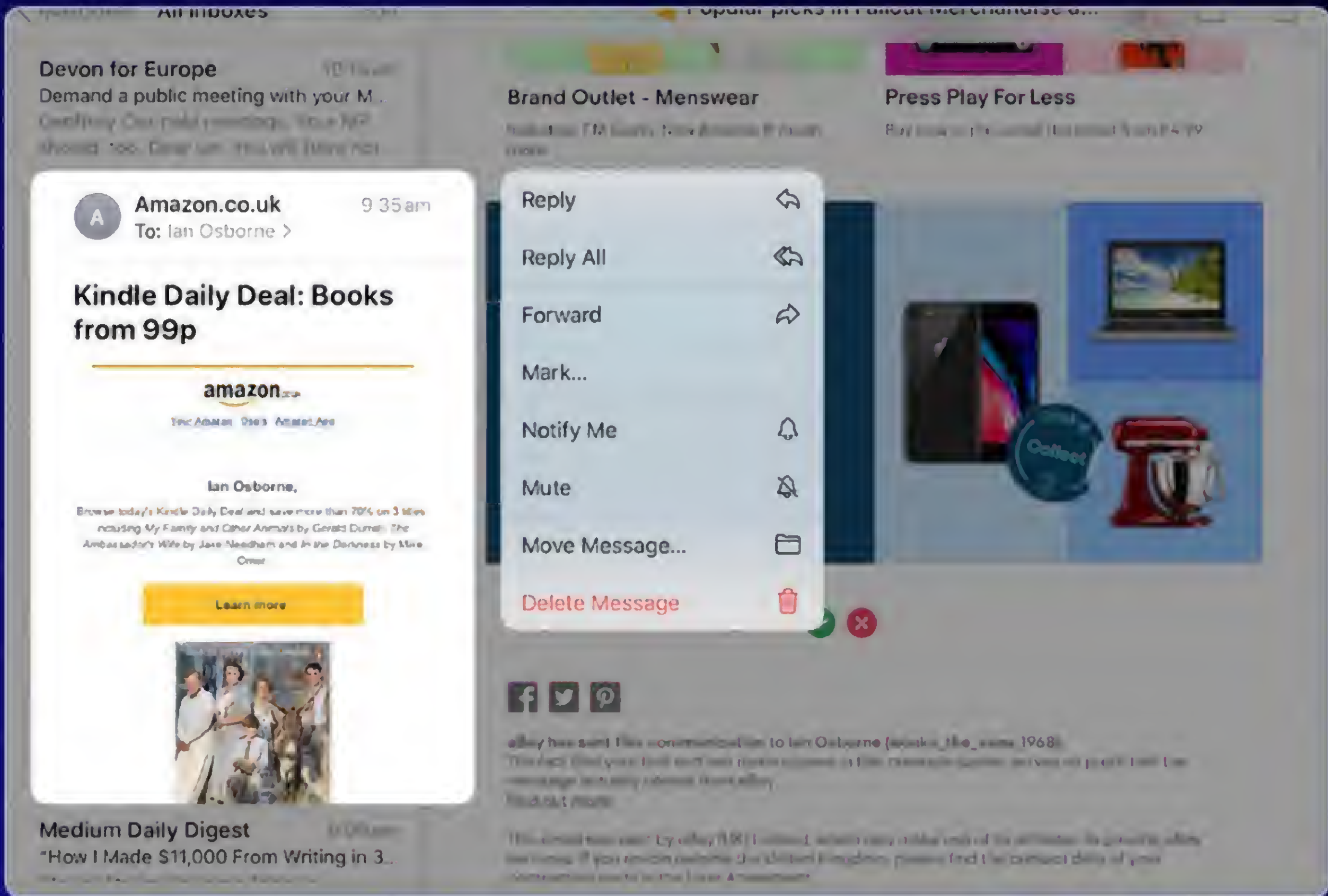


1 When you tap and hold an app in iPadOS, you get a pop-up menu. The options offered depend on which app you tapped, but you can always use this menu to make the apps wobble; just tap the 'Rearrange Apps' option.

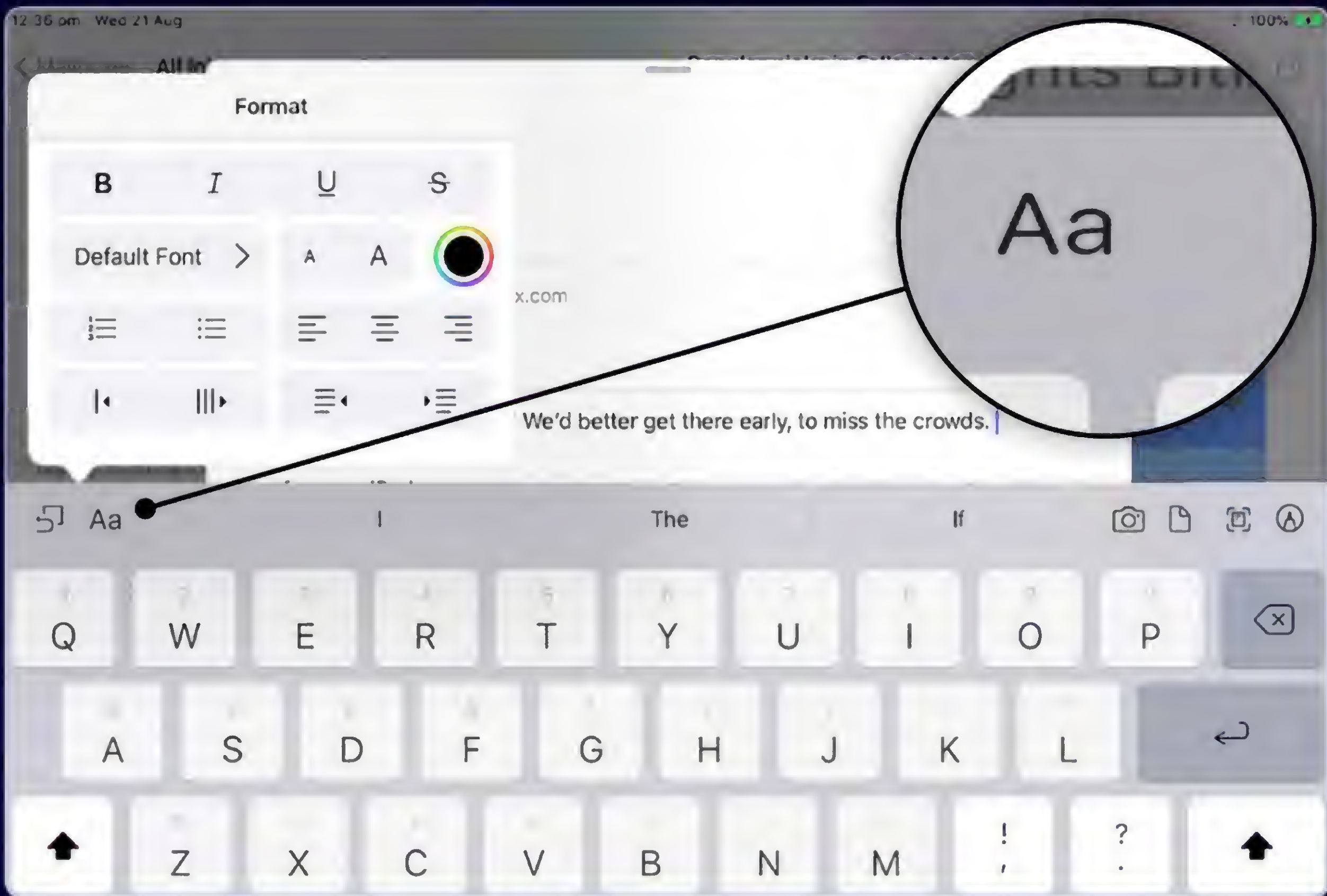


2 After selecting 'Rearrange Apps', the app icons wobble and show an X, as they did before. Drag them to rearrange their order, or tap the 'X' to delete an app. Press the Home button or tap Done to return to the regular Home screen.

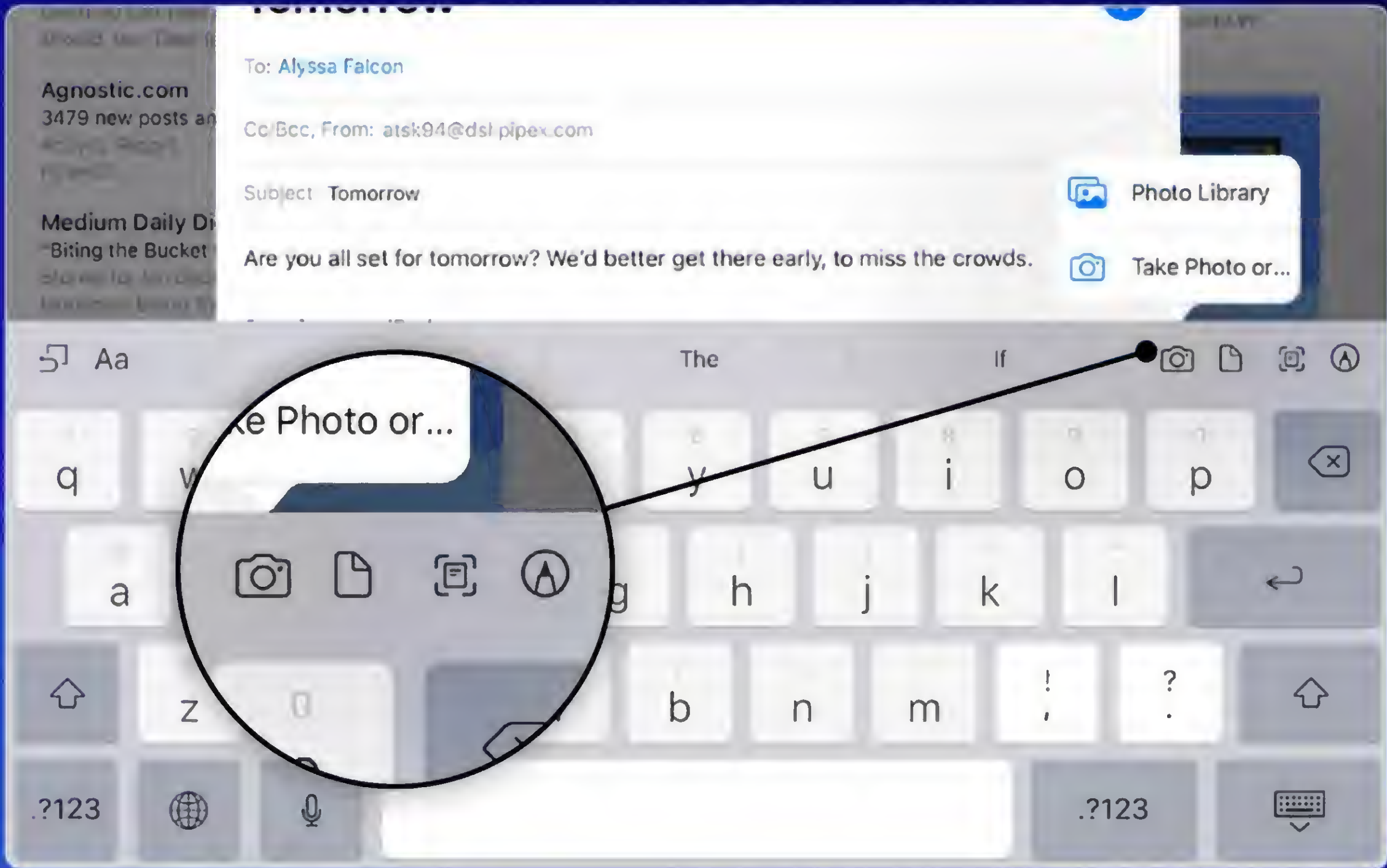
Mail Enhancements.



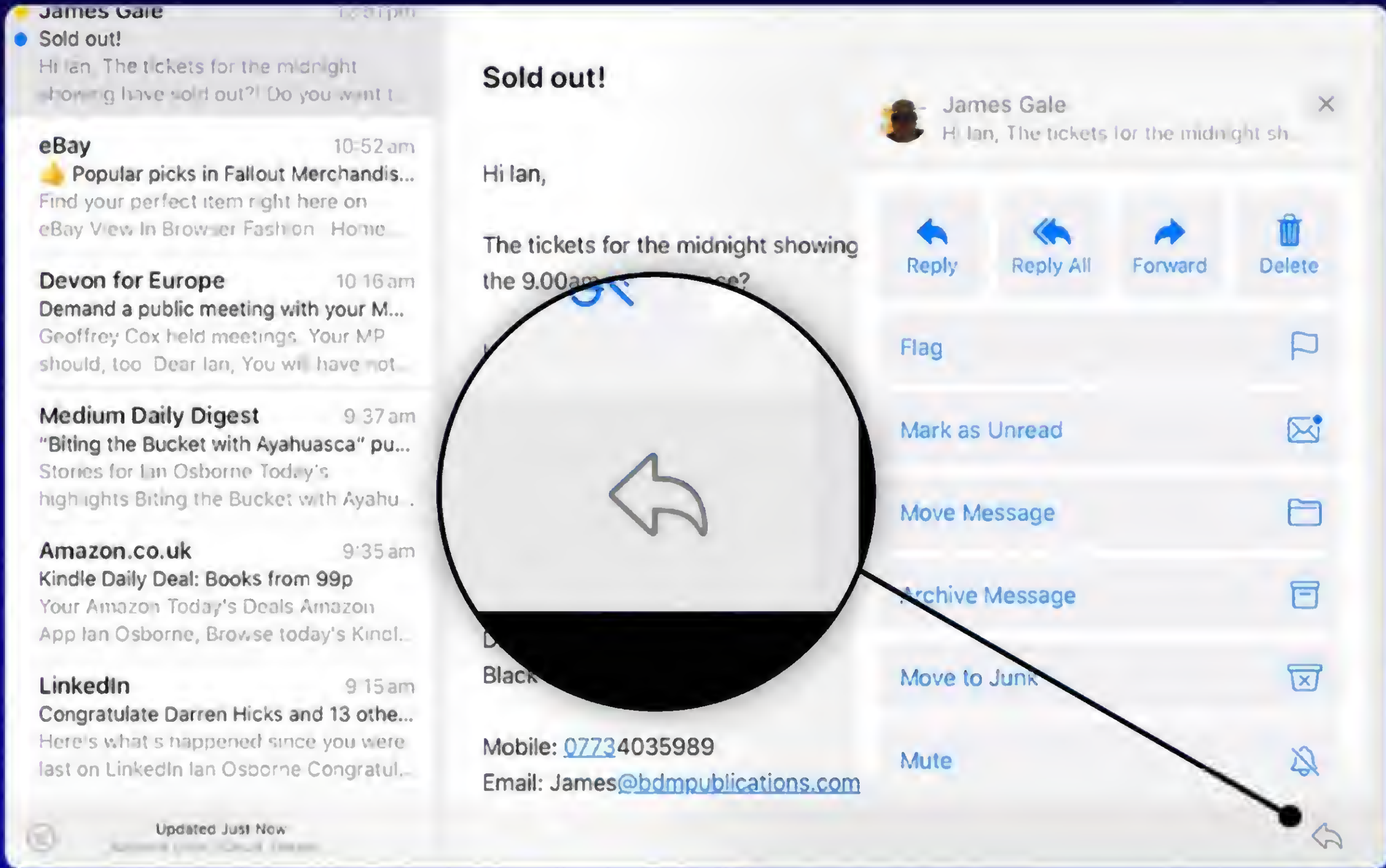
1 In your Mail inbox, tap and hold an email for a great new feature. The email opens, with a pop-up menu offering a range of options. It makes it much easier to move spam to the junk folder, among other things.



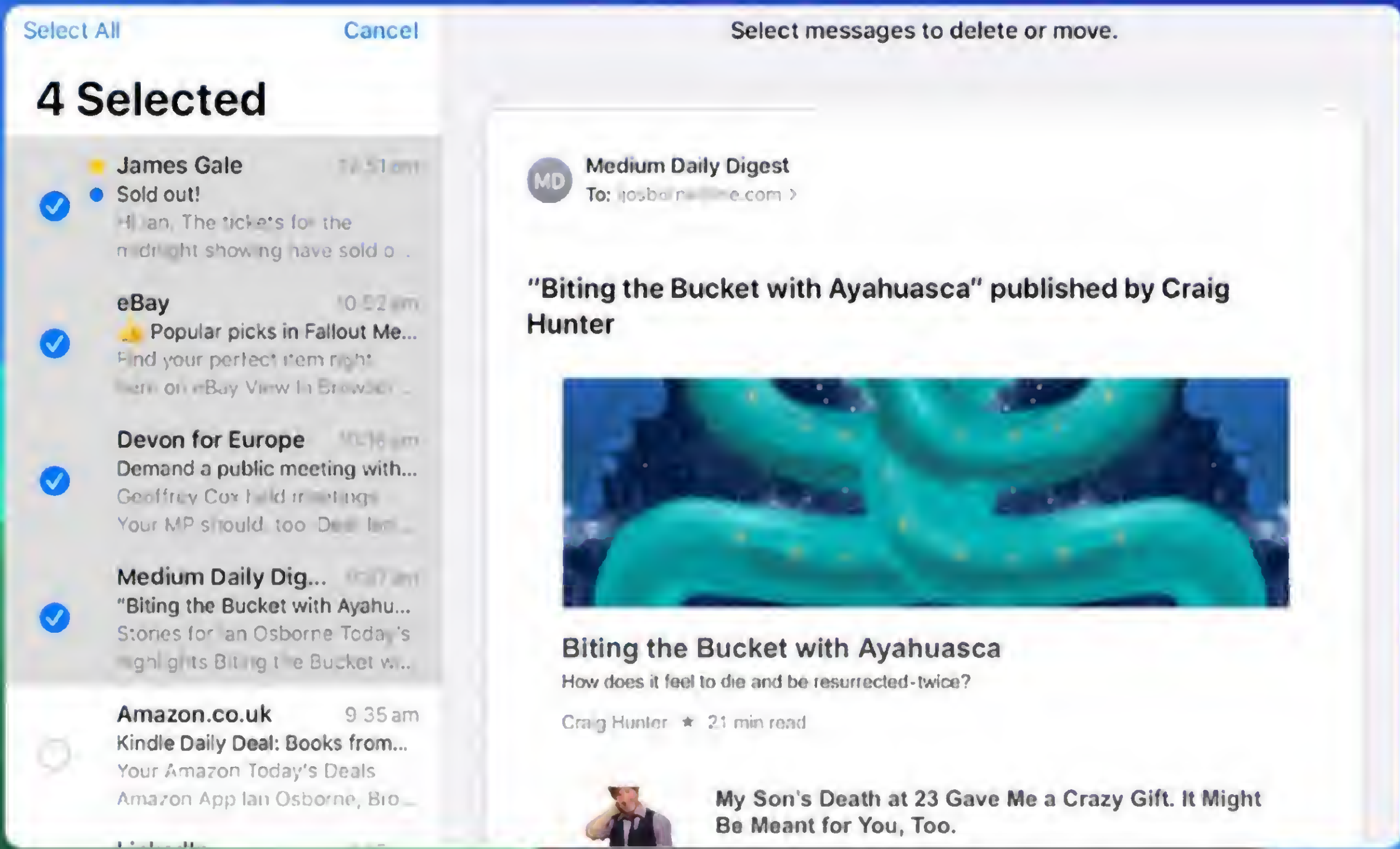
2 You have more control over formatting in emails. Tap 'Aa' to the left of the predictive text for formatting options including colour and font. You can select the text you want to format, or change the formatting before you type.



3 The icons on the right of the predictive text bar do the following (left to right); Attach a picture from Photos or take a new photo and attach it, attach a document from Files, take and attach a document, or scan and use Mail Markup.



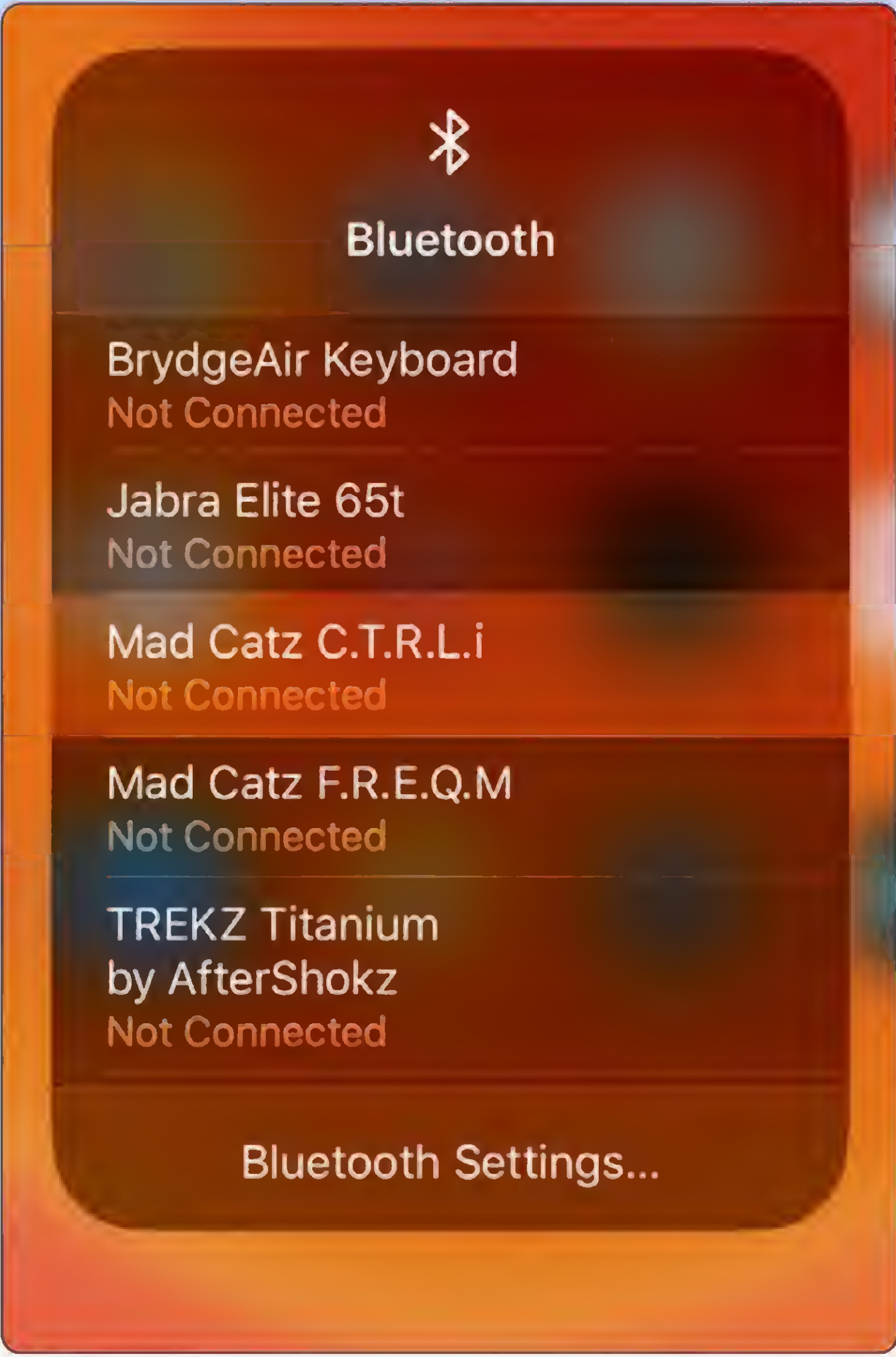
4 The Mail tools have been simplified. Instead of one button to reply, not reply, reply all, and forward, these options and more are given in a pop-up window when you tap the Reply icon. Scroll it up for all the options.



5 There's a new way of selecting emails from your inbox too. Tap Edit and then, instead of tapping the circles one by one to tick them, simply drag your finger down over the circles to select a large group of them.

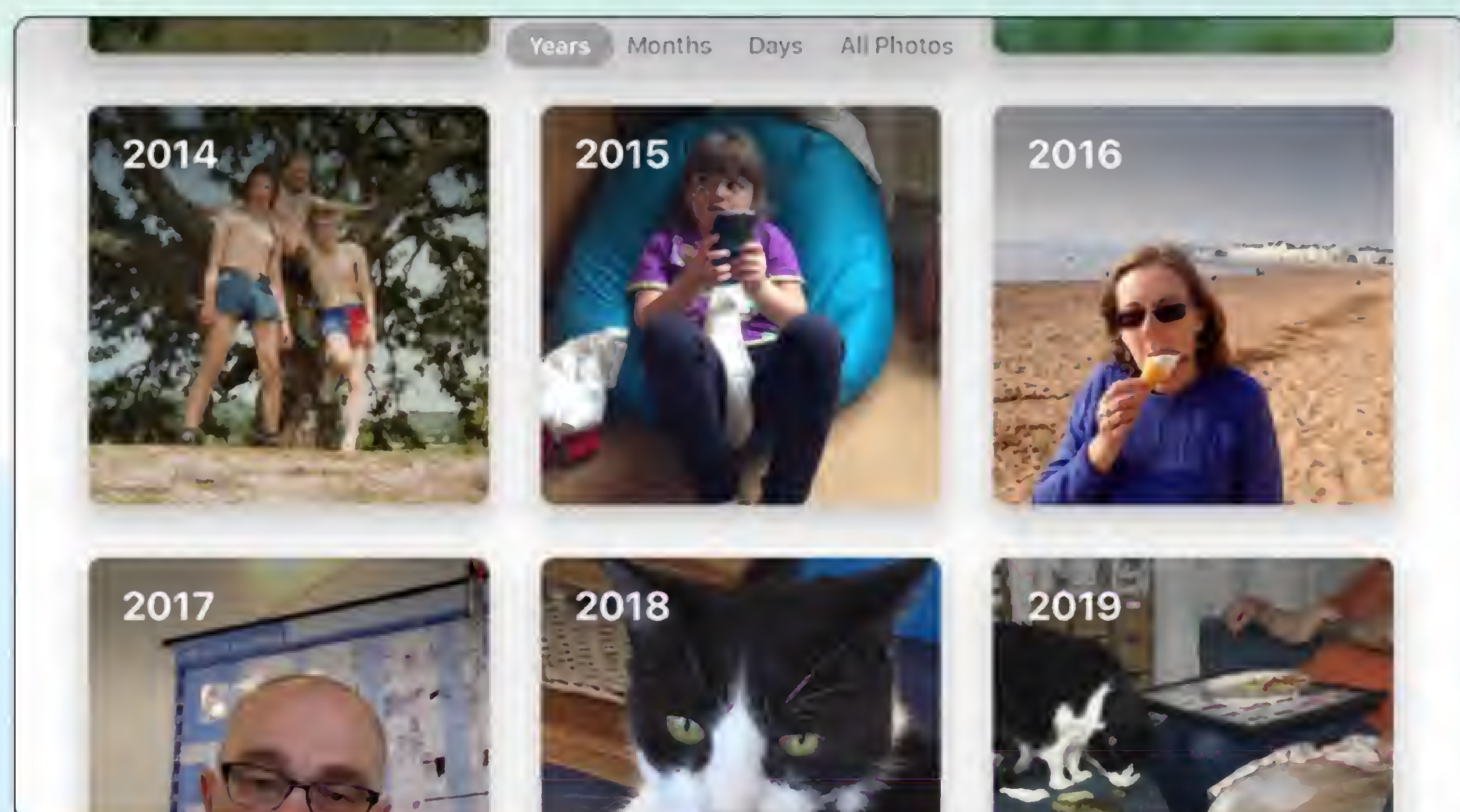
Wi-Fi and Bluetooth Options from Control Centre

You no longer have to open Settings to change Wi-Fi networks or connect an already-paired Bluetooth device. Just open Control Centre, tap and hold any icon in the top left square, then tap and hold the Bluetooth or Wi-Fi icons for an information window.

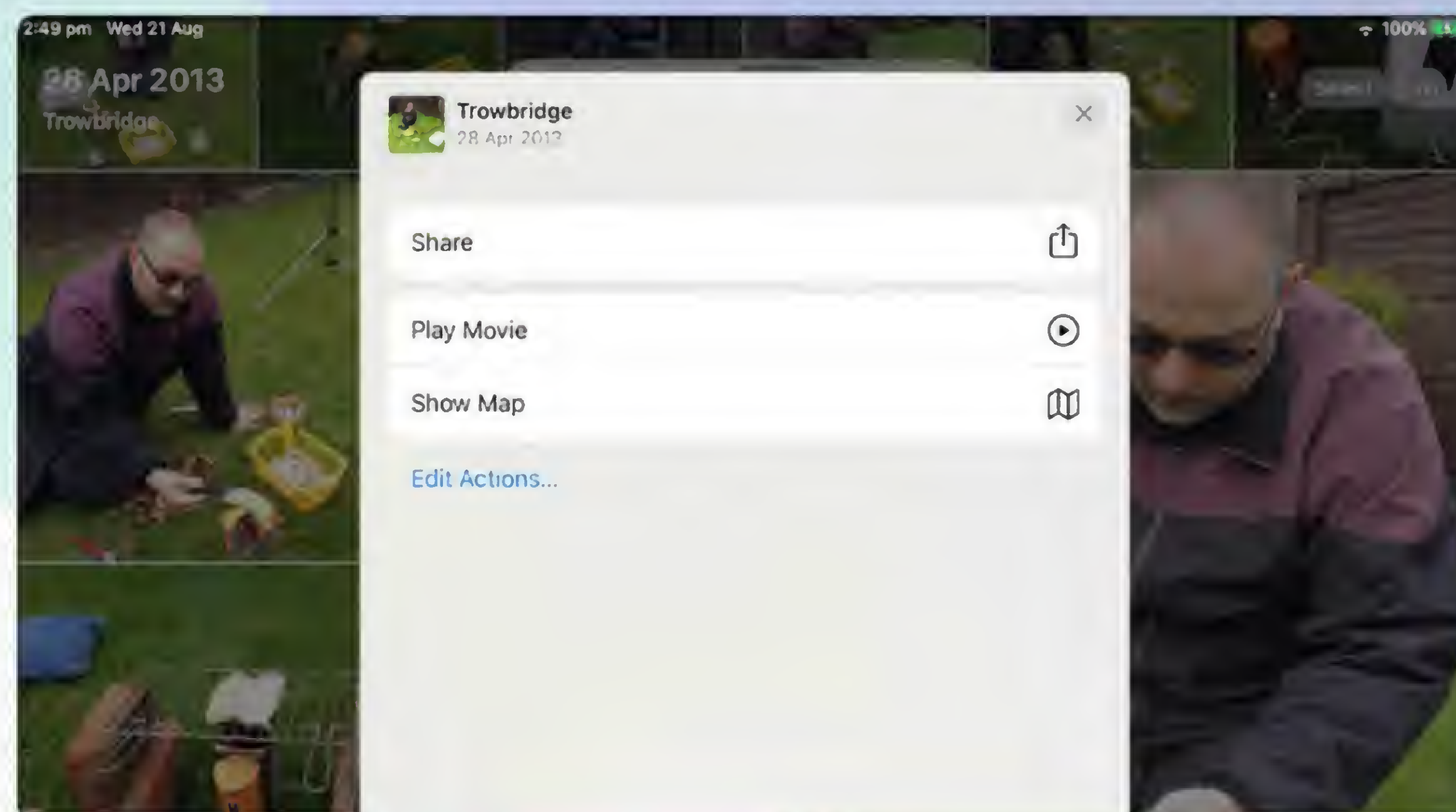




The Photos and Camera Apps



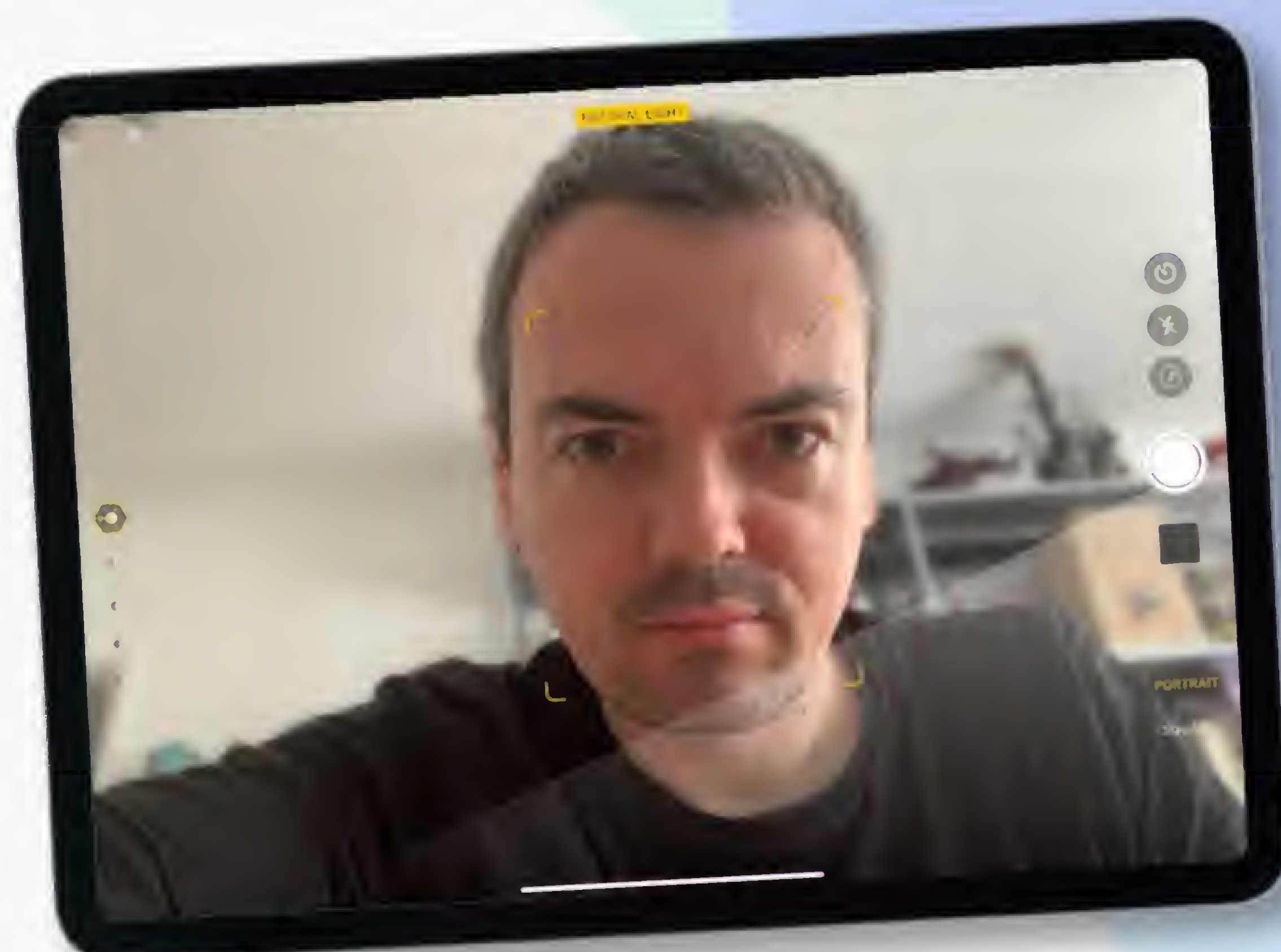
1 The Photos app has a new way of organising your snaps. Tap the Photos icon in the bottom left corner and they're arranged into Years, Months or Days. Tap All Photos to view them as a thumbnail sheet instead.



2 Tap a photo to narrow this time frame, or in Days to open a specific photo. Tap the Three-dots icon (top right) for options like showing where it was taken, playing that day's photos as a movie, and sharing.

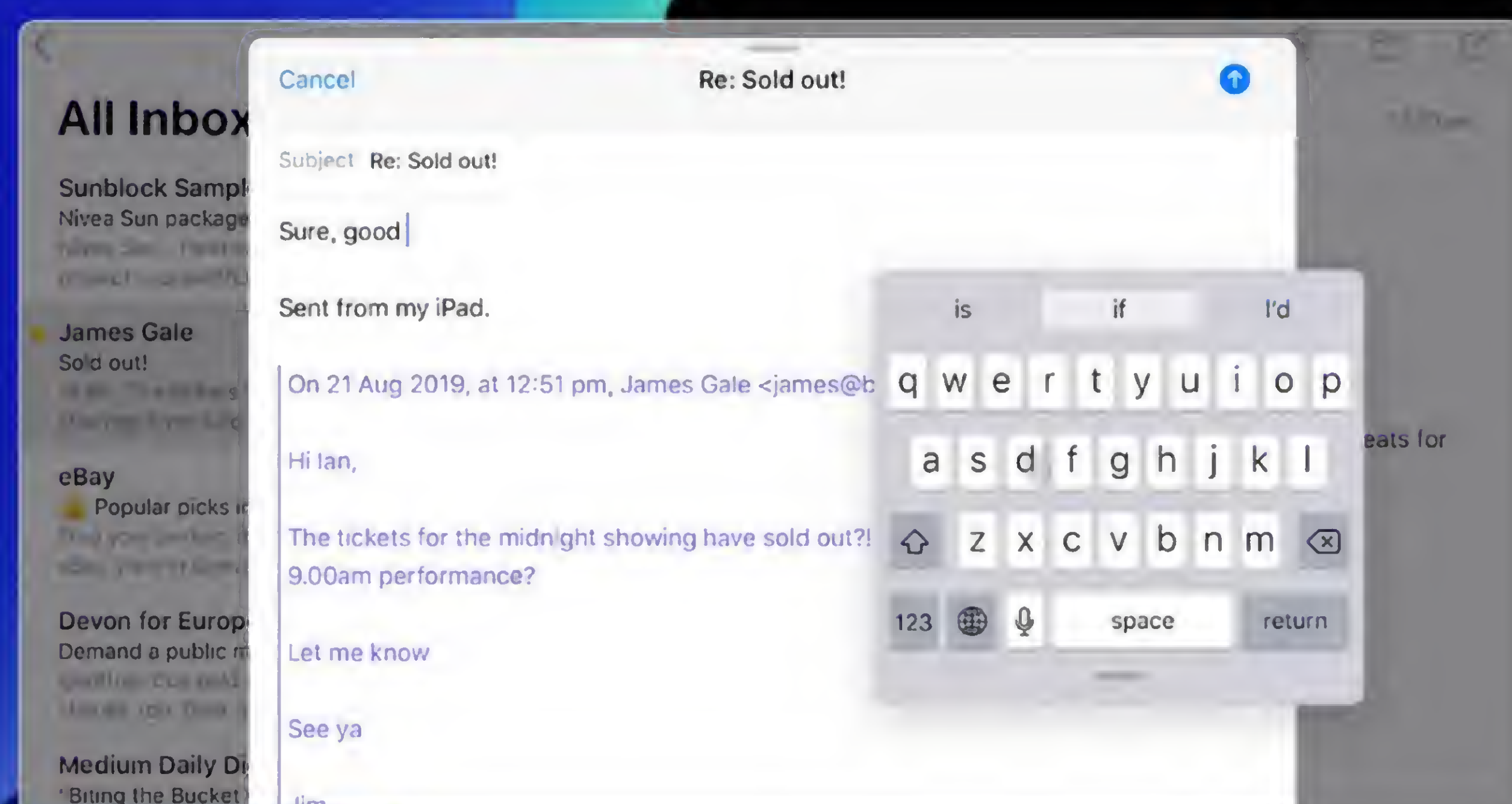


3 Videos can now be edited just like photos. Tap Edit and you can change the start and end points of the movie, clip off extraneous footage, change the exposure, add filters, and crop or straighten it.



4 In the Camera app's Portrait Mode, you can now control the intensity of portrait lighting. Just tap the screen and then drag your finger up and down to increase or decrease the strength of light in the picture.

QuickPath Keyboard.



1 The QuickPath, or 'swipe', keyboard allows you to type by dragging your finger across the keys without lifting it when using the smaller, floating keyboard. Predictive text is offered as before, but, when swiping, the replacement is added as soon as you lift your finger.



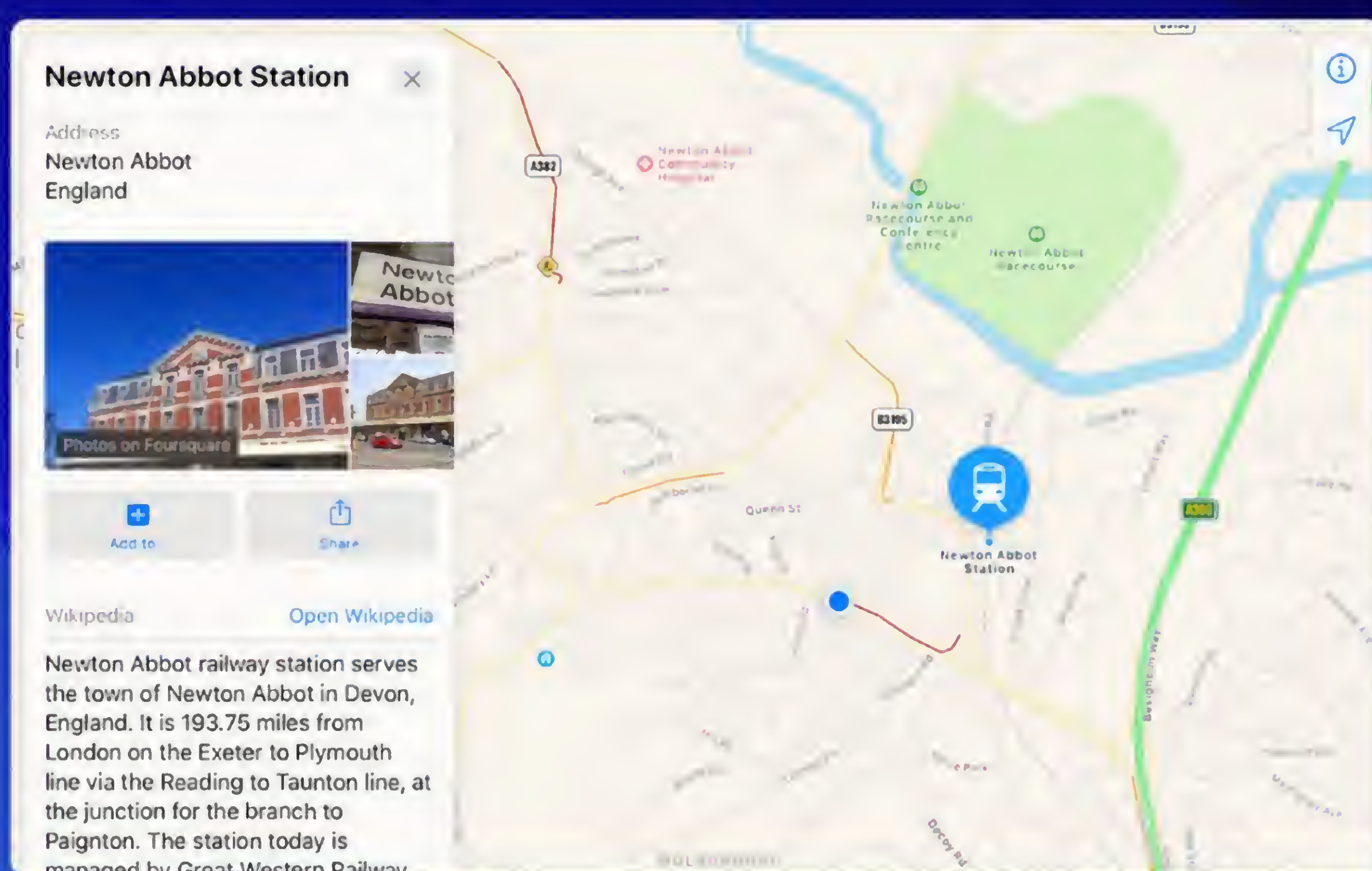
2 To get the floating keyboard, do a two-fingered pinch on the regular-sized keyboard. It shrinks (losing its keys in the process), and when you're done, the floating keyboard appears. To get the bigger one back again, do a two-finger spread on the small keyboard.



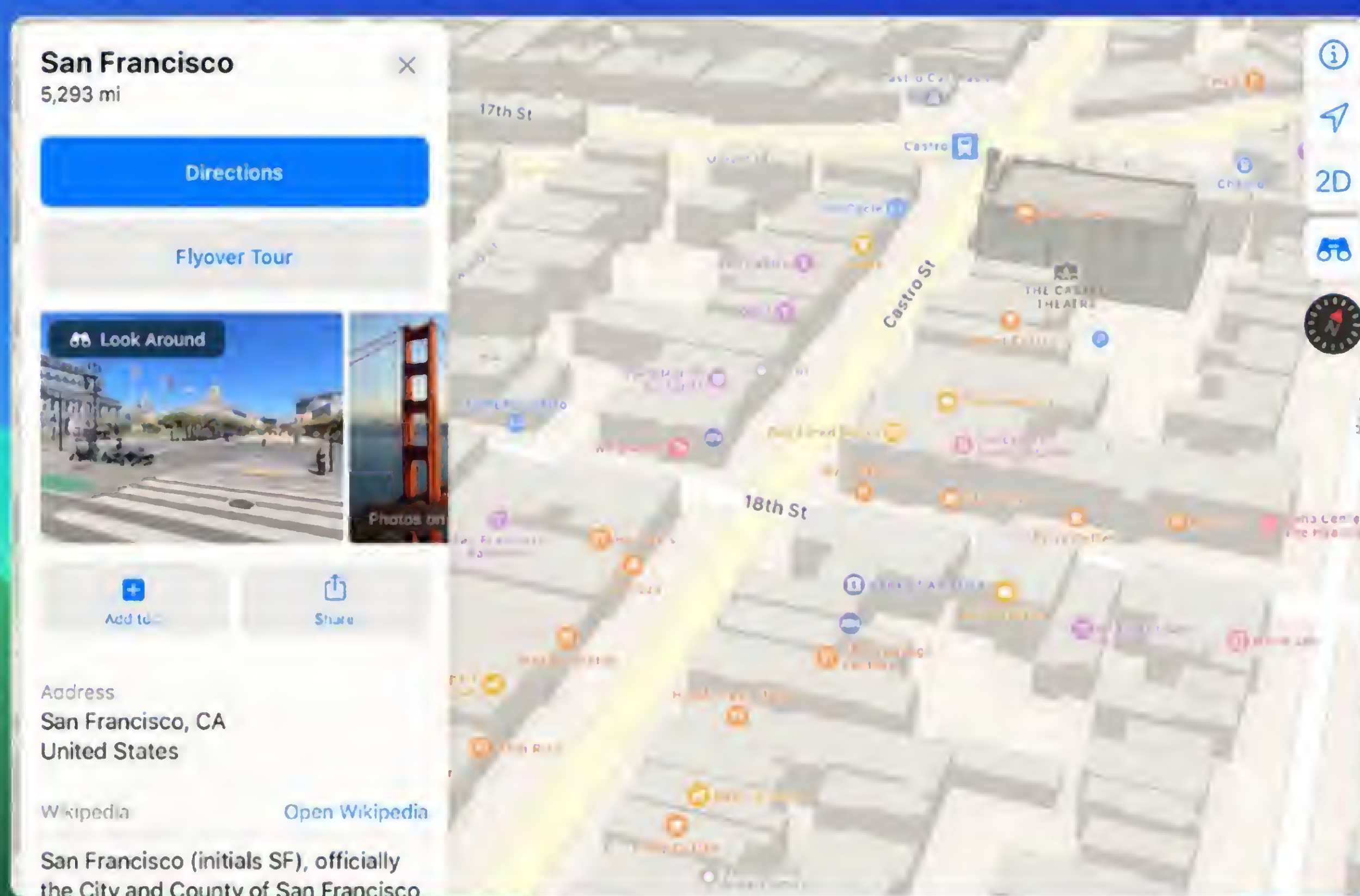
Mapping Mayhem.



1 Maps has gained a trio of new features, including a 3D street view. To access it, tap Look Around or the Binoculars icon. It's currently only available in San Francisco, Las Vegas, and Honolulu, but it will undoubtedly roll out elsewhere soon.

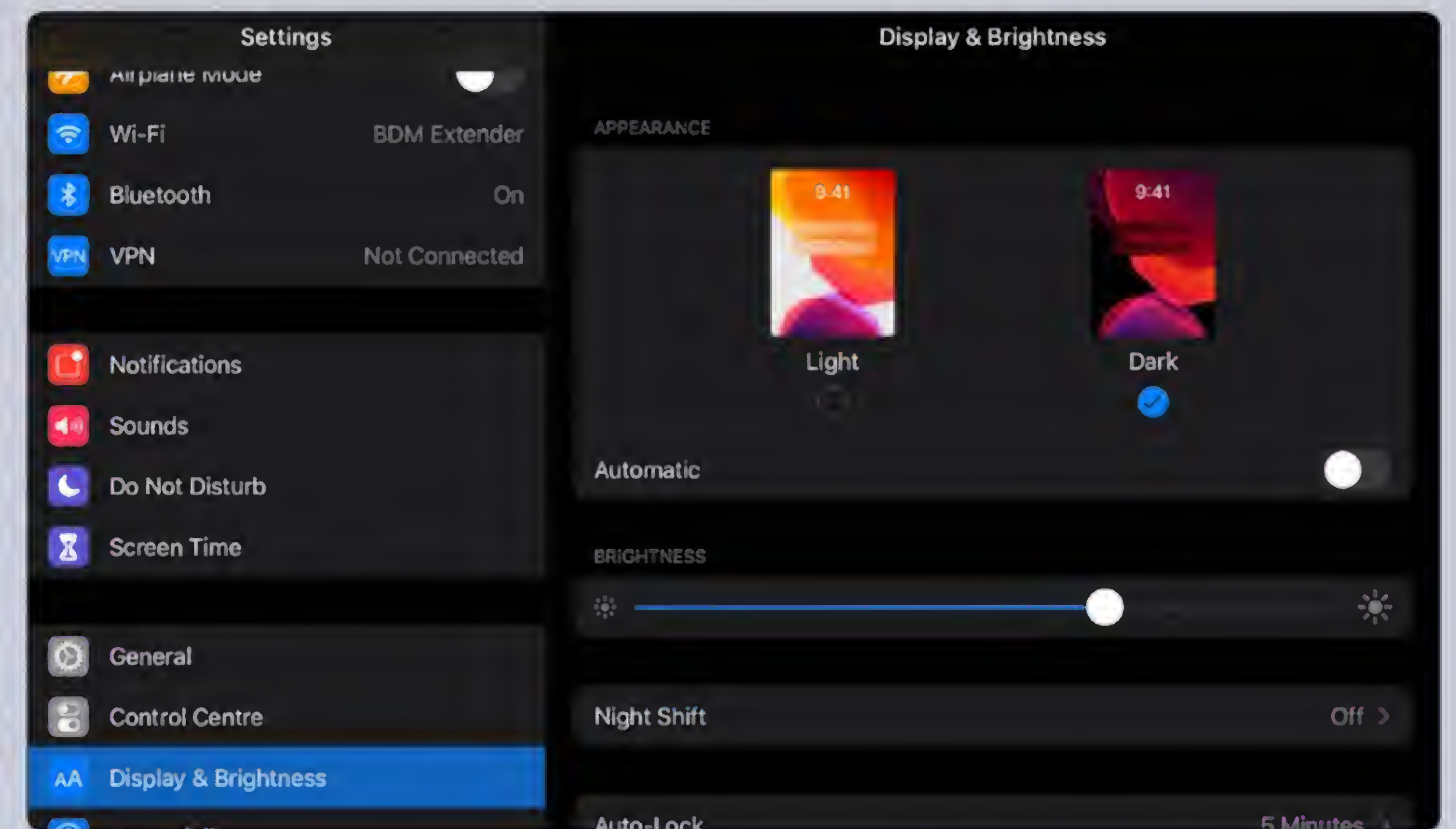


2 Your Favourites are also much easier to access now and appear at the top of searches. You can create lists of Favourites and share them with friends. Just open a Favourite and tap Add to..., then add it to a collection.

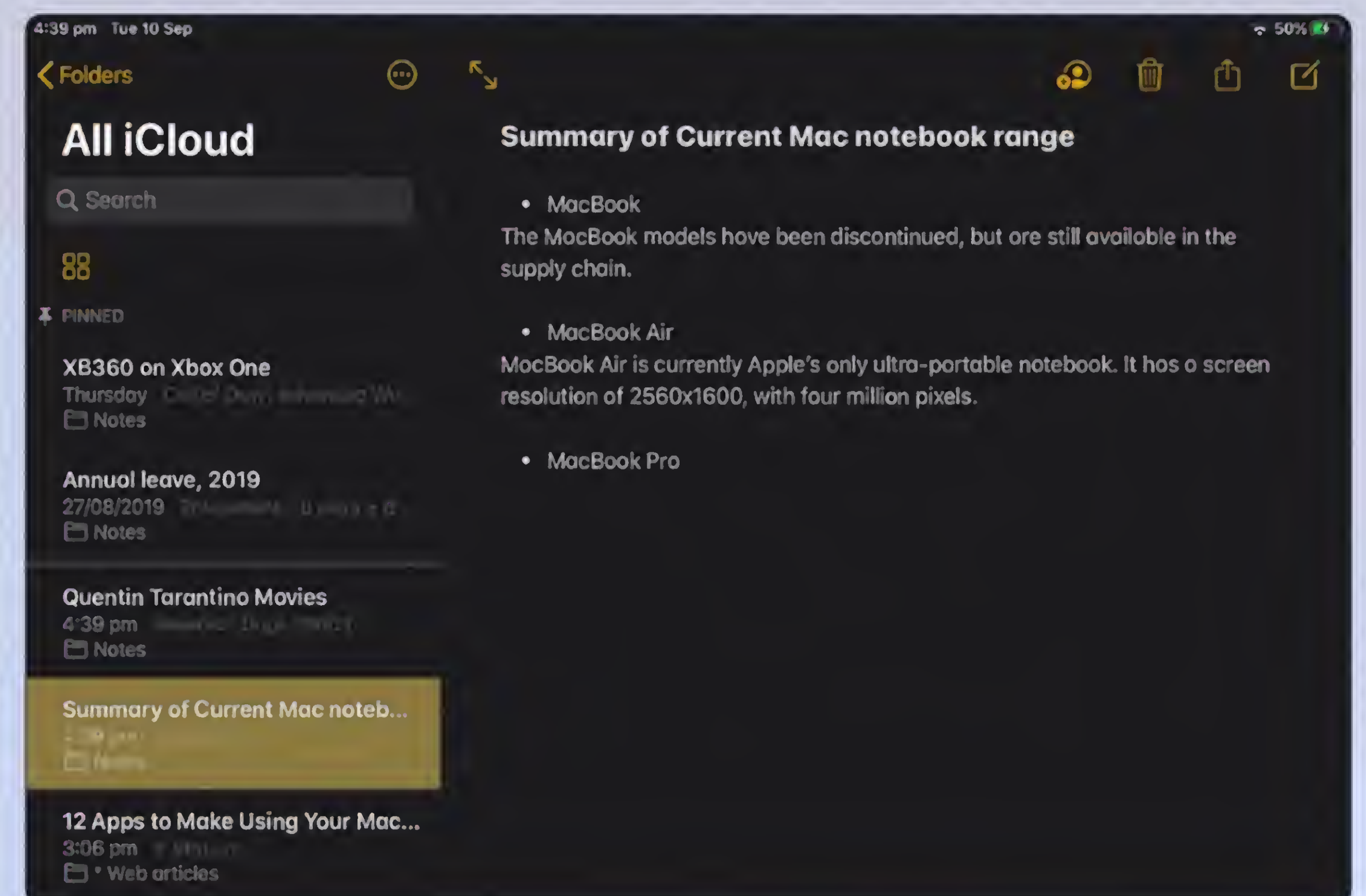


3 Zoom in on a map and then push up with two fingers to access the 3D version. It's much more detailed, with buildings and features drawn on with great accuracy. It's not available everywhere, but will launch in more places soon.

System-wide Dark Mode



1 Dark Mode was introduced to the Mac with macOS: Mojave, and a year later, it comes to the iPad with iPadOS. Switching to Dark Mode changes the way the screen looks, for example, using white text on a black background.



2 Dark Mode is available system-wide, so Apple's own apps also benefit from it. More and more third-party developers are making their apps Dark Mode compatible too, so if you prefer a darker screen, it's fantastic news.

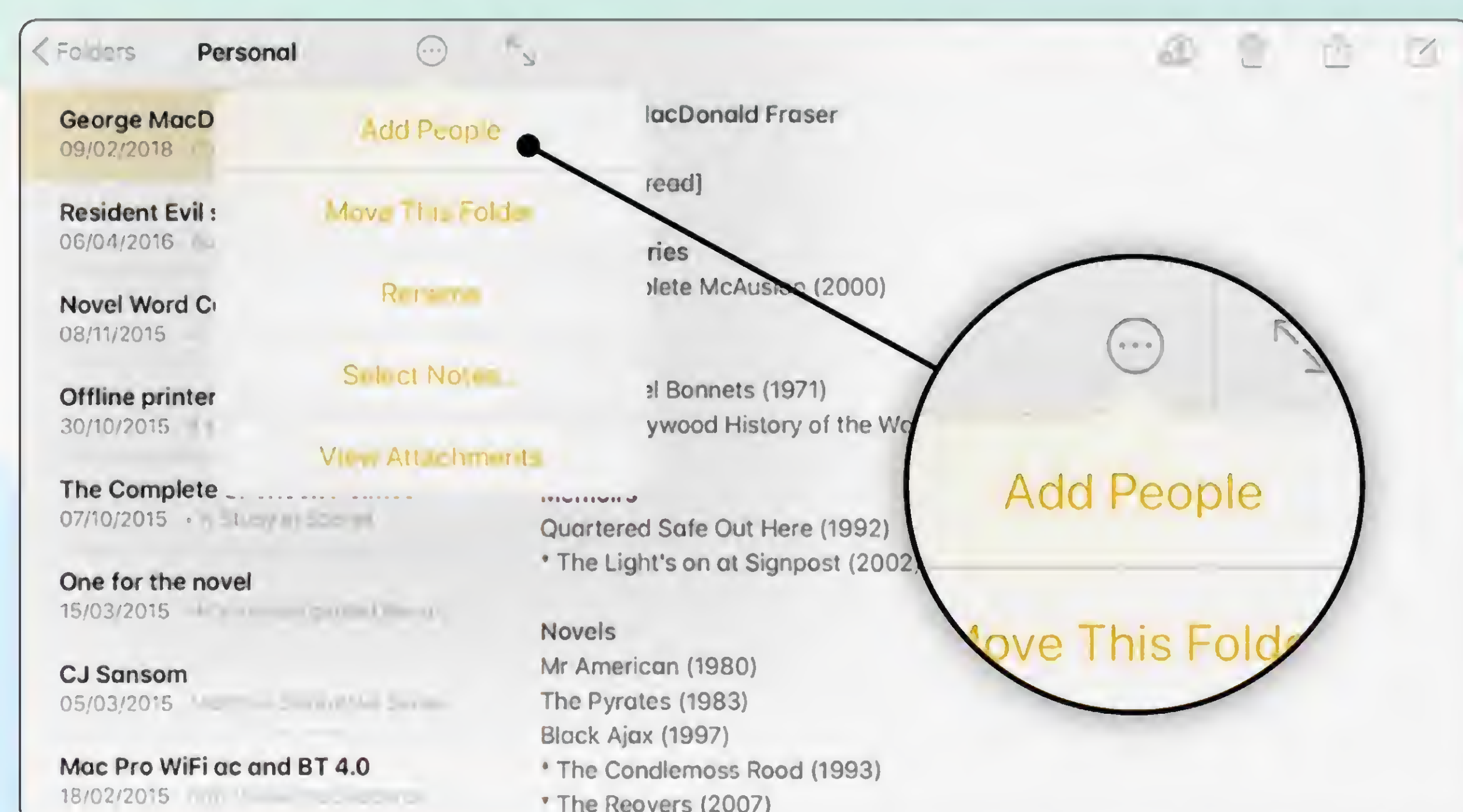
New Volume Slider.



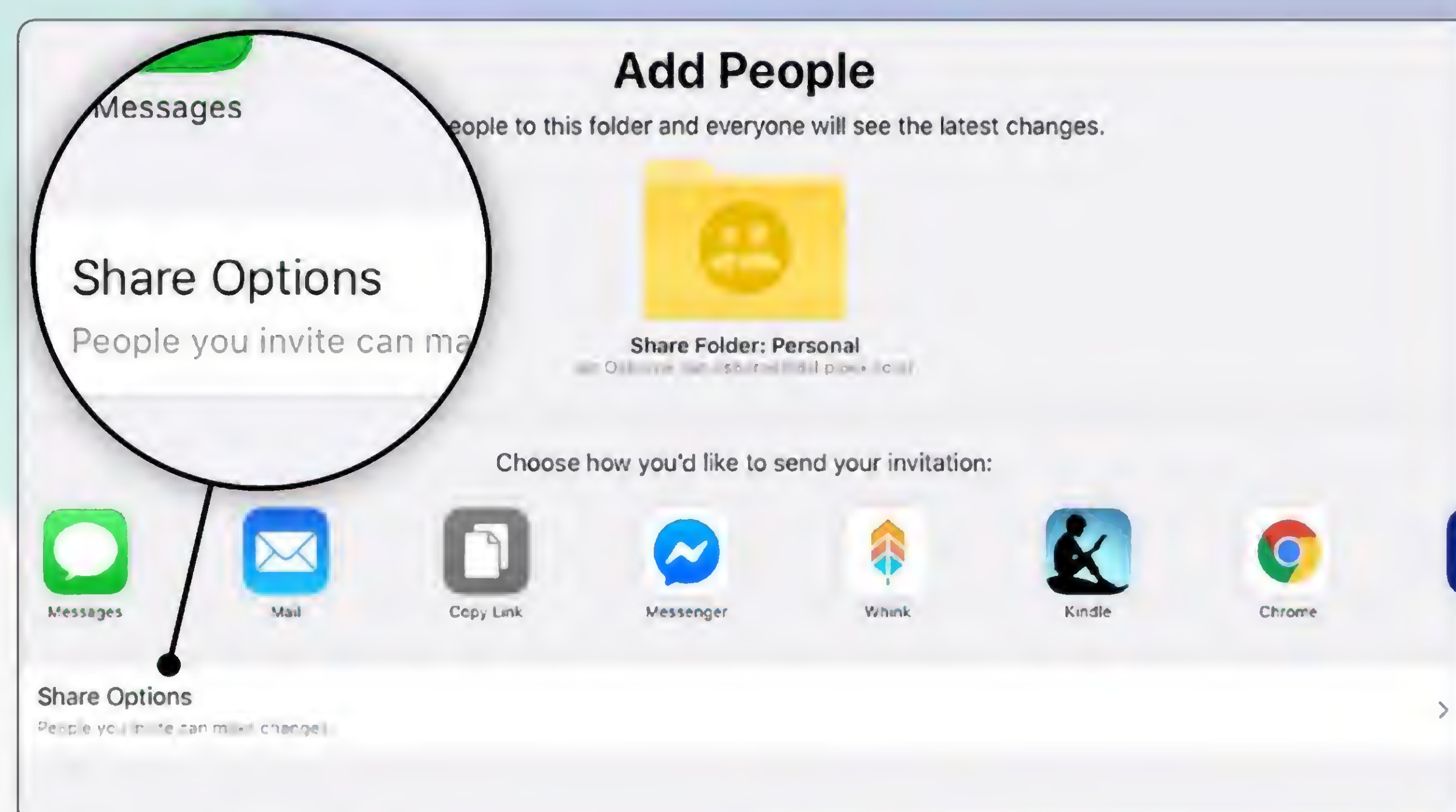
When using the iPad's volume buttons, you used to get a non-interactive graphic showing the volume bar increasing or decreasing. This has now been replaced by a slider, which you can tap and adjust on the screen.



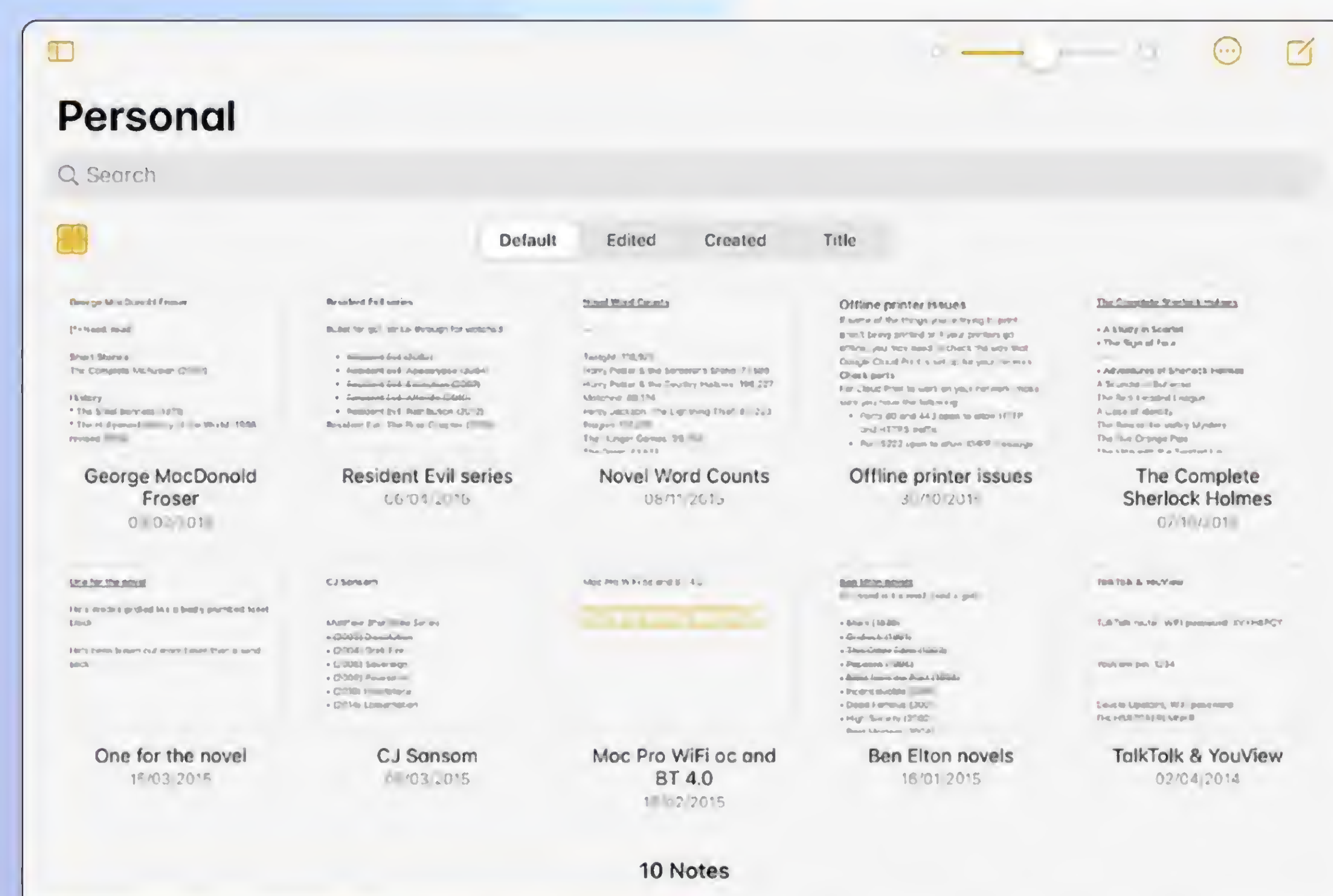
New in Notes



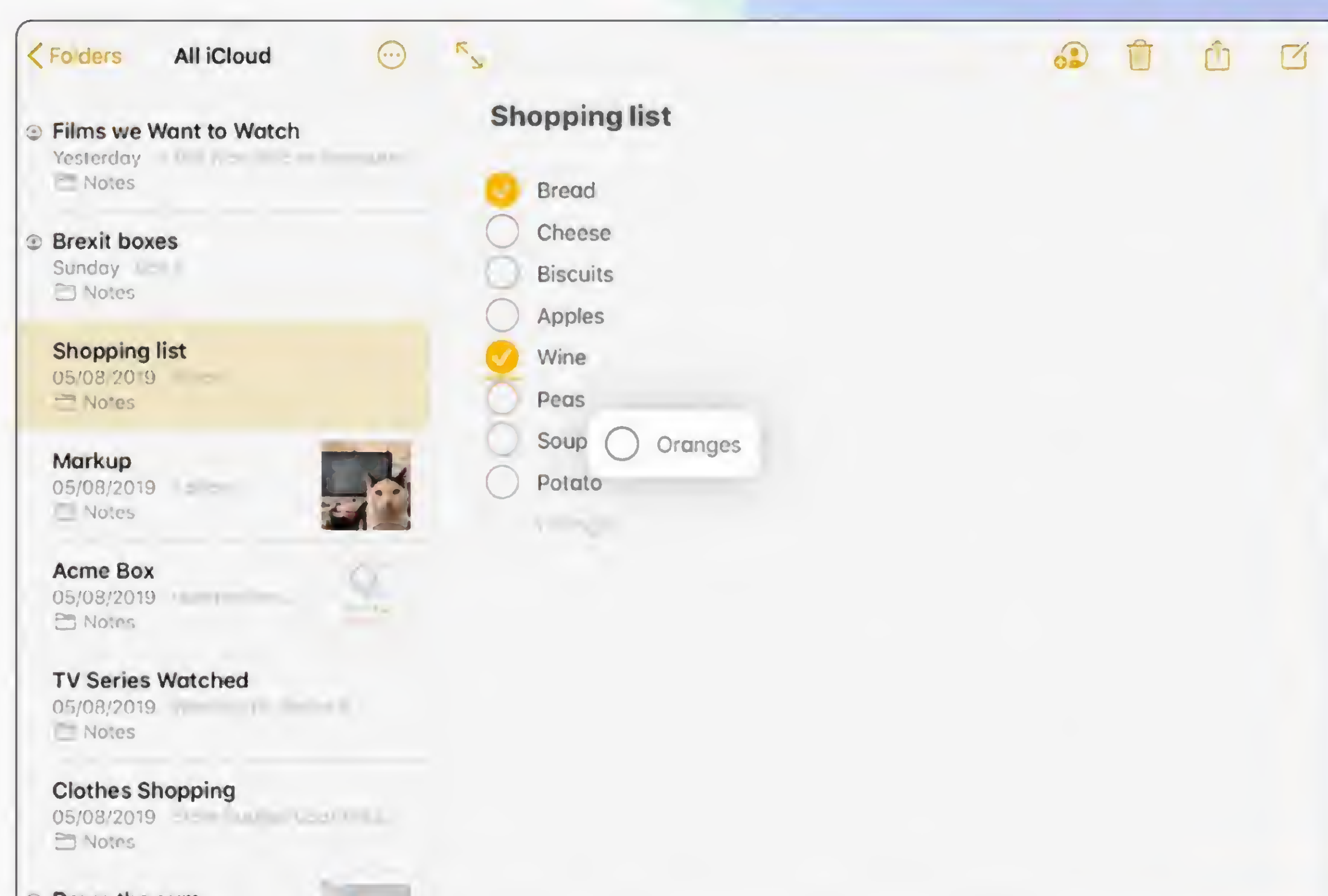
1 You can now share folders in Notes. Open a folder from the Folders screen, tap the Three-dots icon (top right) and then, from the menu, choose Add People. Share the folder and contents by inviting people to join, as you do with shared notes.



2 The Share Options link in the previous step lets you organise your folder's permissions. In a nutshell, you can choose whether people you invite to share it can make changes, or only view the notes contained within it.

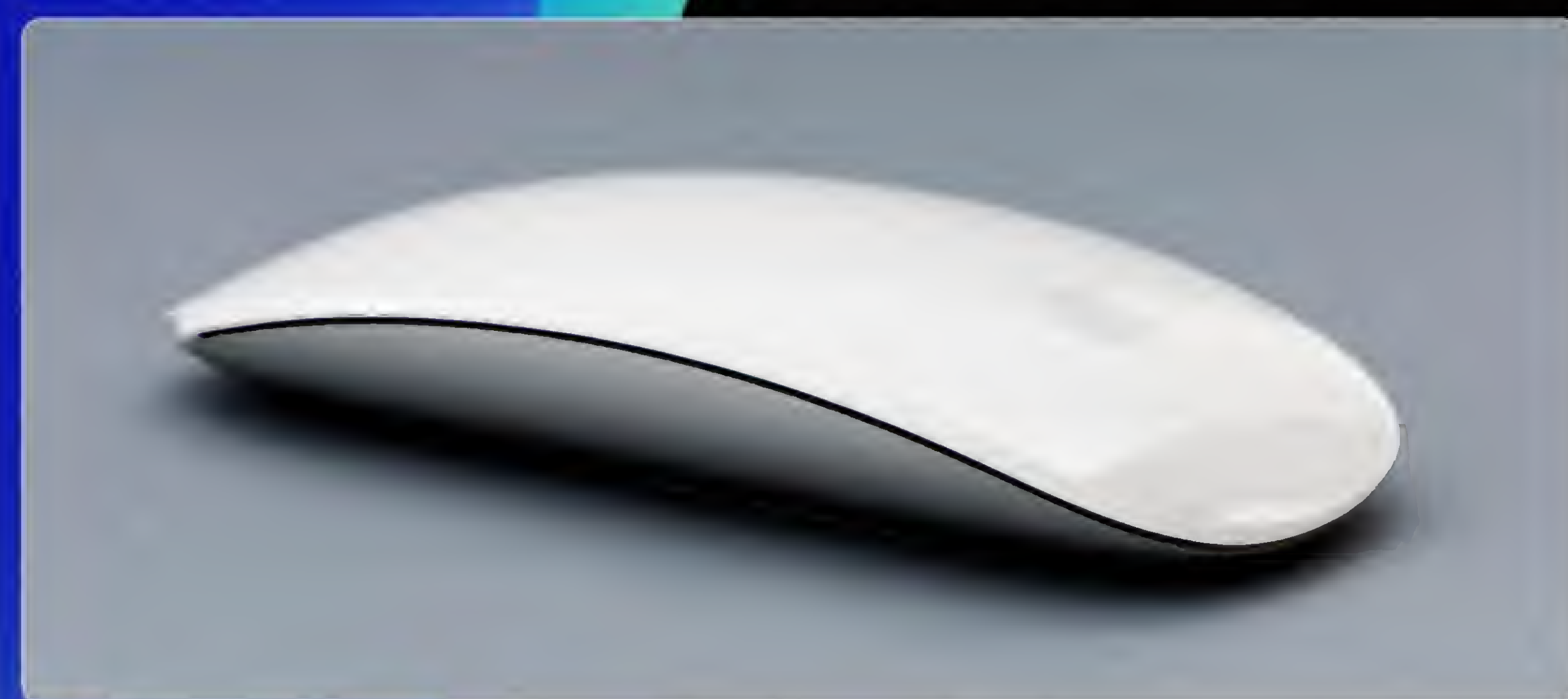


3 There's a new Gallery View. Pull the sidebar down to reveal a Four-squares icon; tap it to view your notes as thumbnails. Repeat to return to a list. Tap the Sort By link to change how the notes are arranged.



4 You can quickly reorder a checklist by tapping and holding the circle next to the item, and dragging it into position. You can also have ticked items automatically moved to the bottom of the list too.

Mouse Support.



You can pair a mouse with an iPad and iPadOS, but it's not easy. Go to Settings > Accessibility > Touch, and tap AssistiveTouch. On the next screen, turn AssistiveTouch on. Scroll down and tap Pointing Devices, then tap Bluetooth Devices. Put your mouse into Pairing Mode (see instructions), and it should pair and start to work.

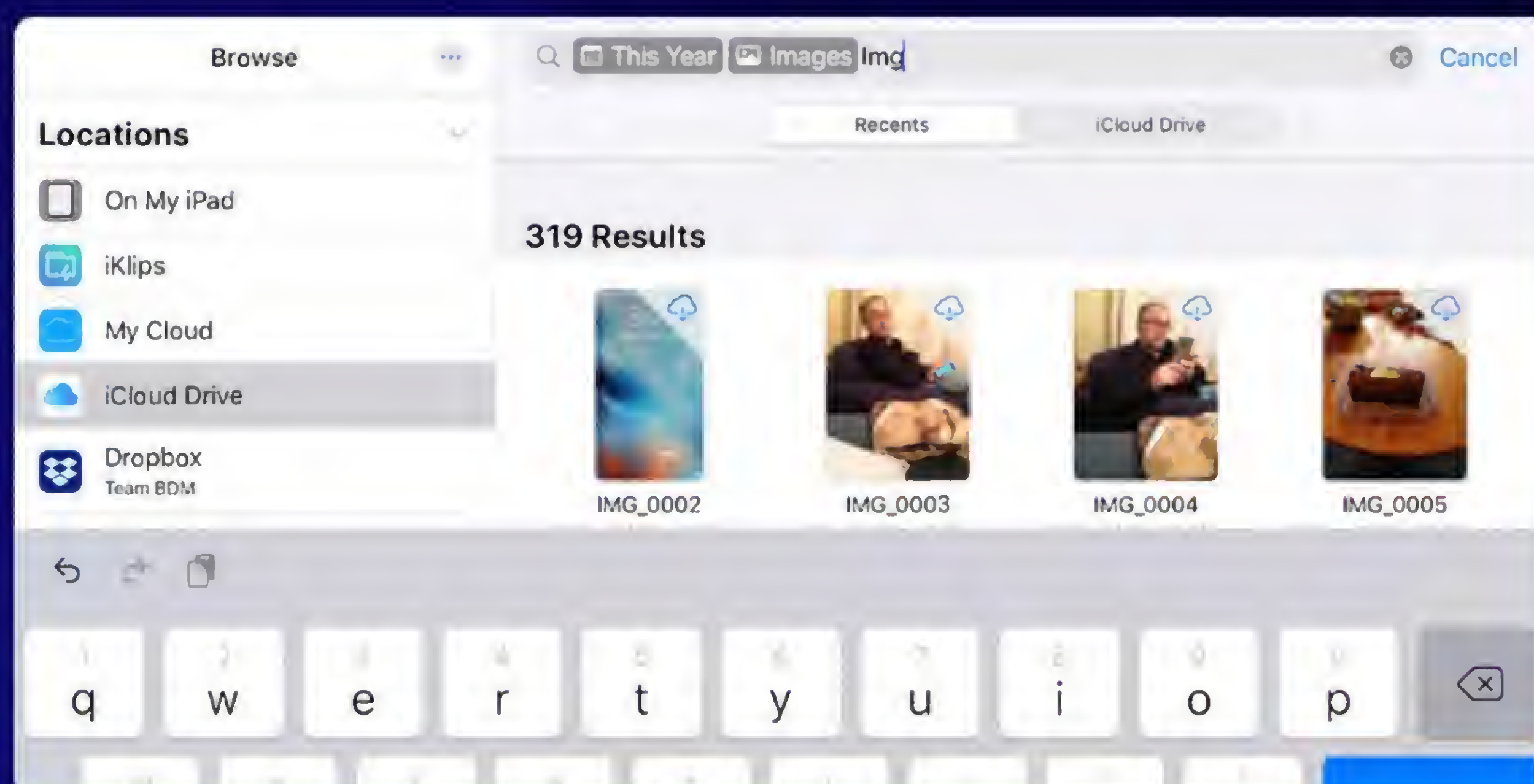
Console Controllers.

You can also pair an Xbox One or PS4 Dual Shock controller, and thankfully, it's a lot easier. Put your controller into Pairing Mode (PS4: hold PS and Share buttons until the light on top flashes. XB: hold Connect for three seconds. Go to Settings > Bluetooth, on your iPhone, and find your controller listed. Tap it to pair.

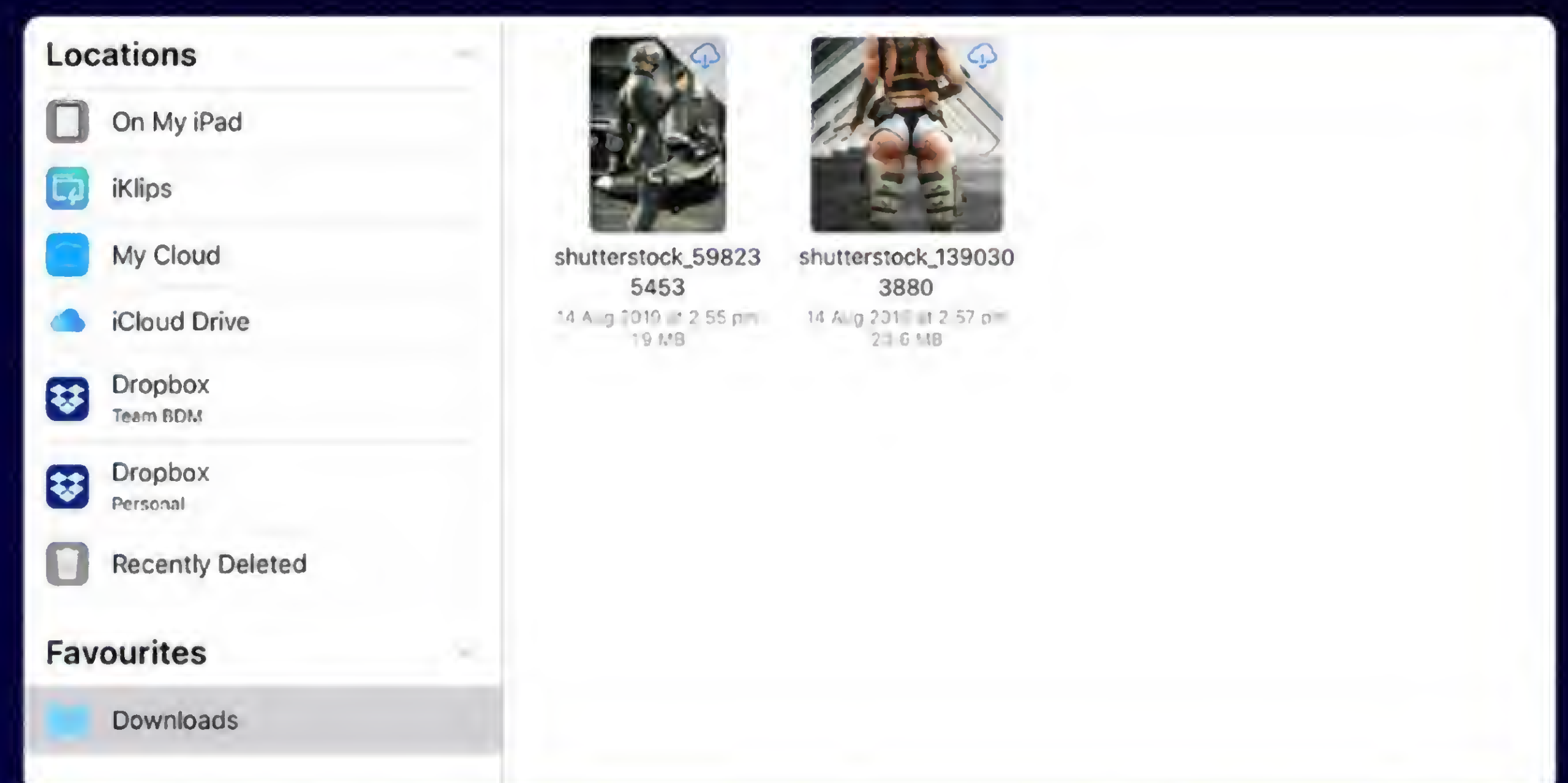




The Fabulous Files App.



1 The Files app is now far more advanced, with Mac-like searches and access to external storage drives connected to your iPad. You can archive and unarchive files, and share folders instead of just files too.



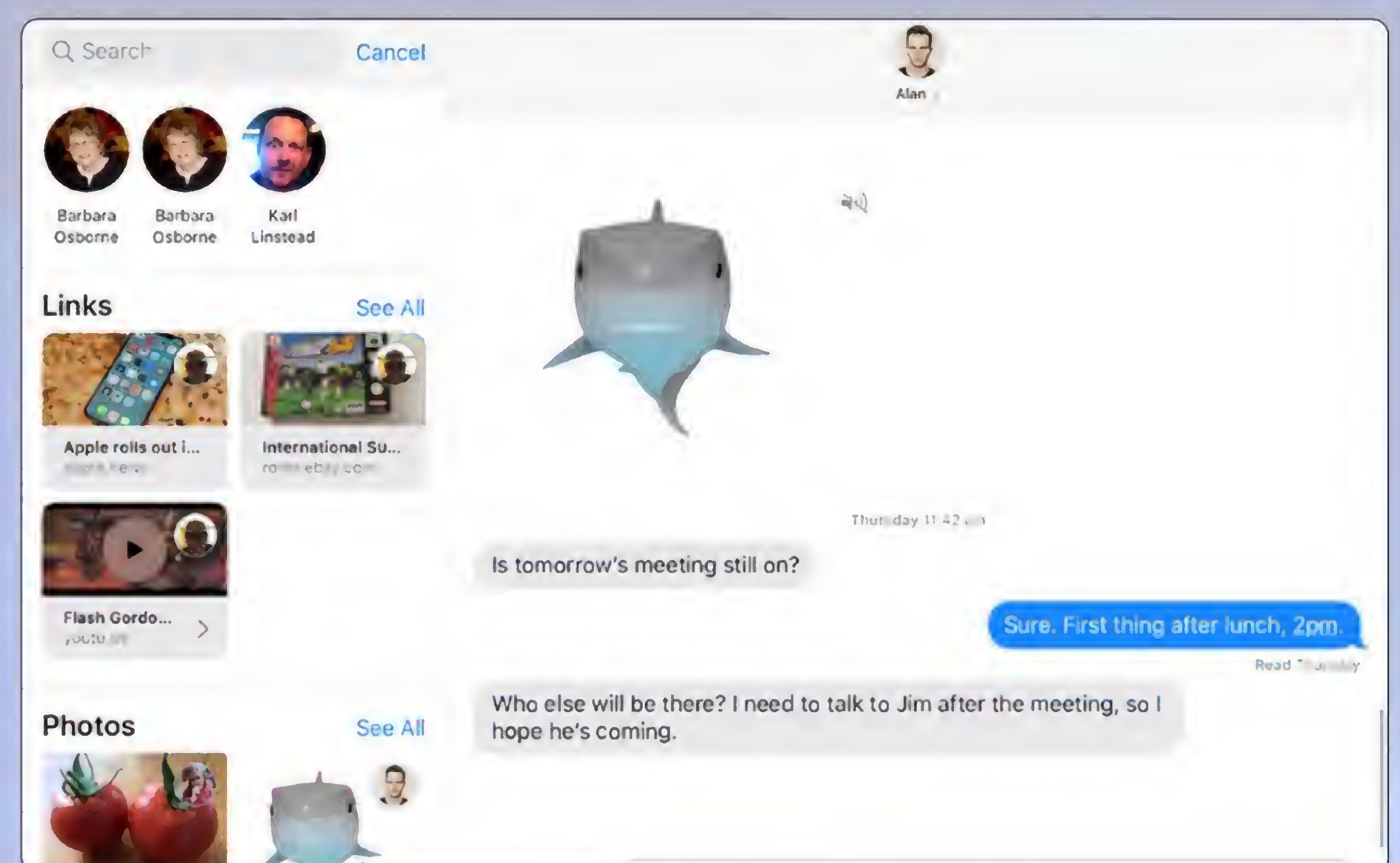
2 A Downloads folder has been added, and performs the same job as the macOS Downloads folder. Anything you download in Safari or elsewhere can be found here, from where it can be shared or moved.

Music Lyrics.



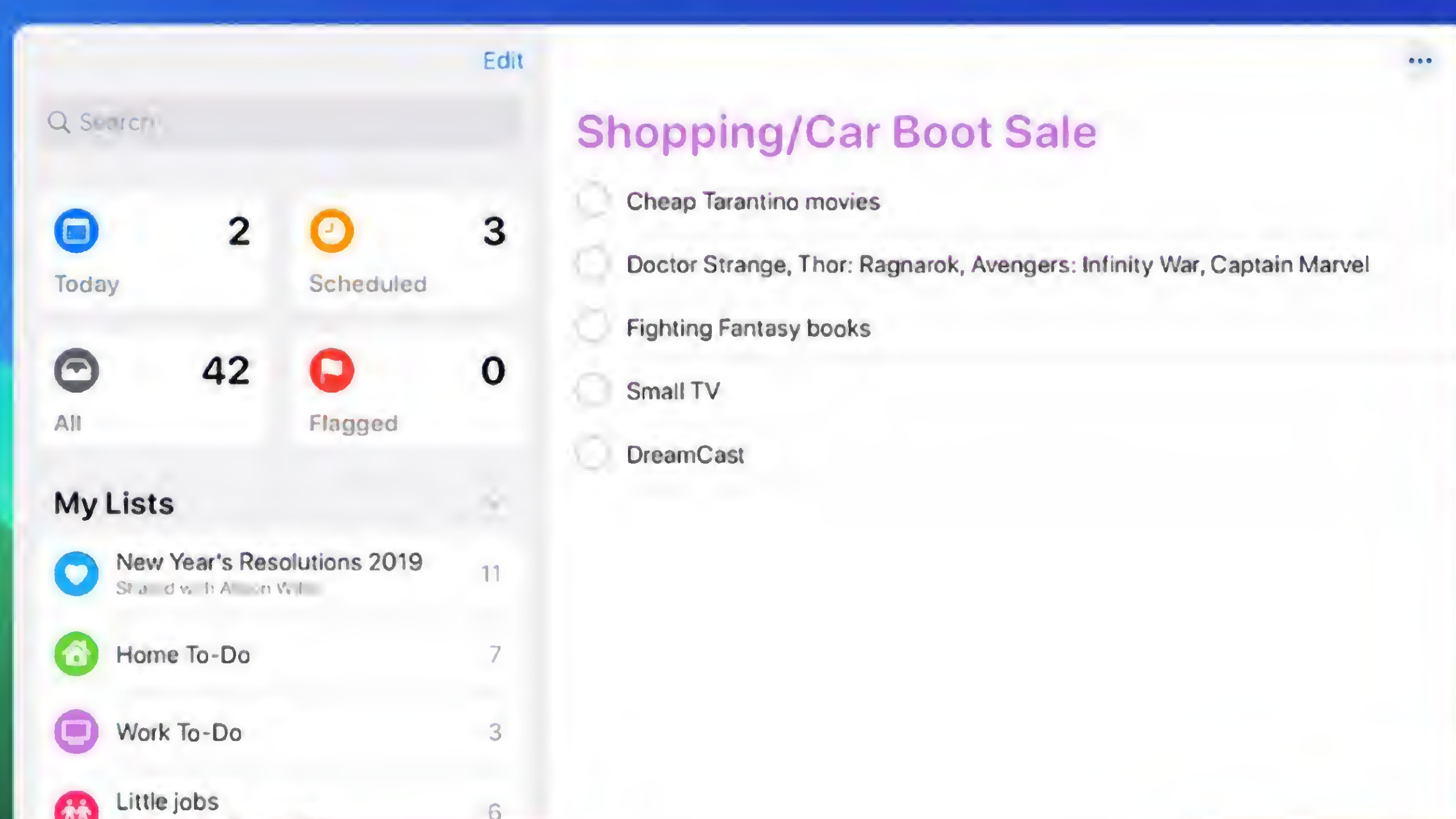
Music now warns you if you're about to add a duplicate song to a playlist. Also, if you open the song that's currently playing, by tapping the player bar at the foot of the screen, the lyrics are displayed. They sync to the song too.

Mega Messages.

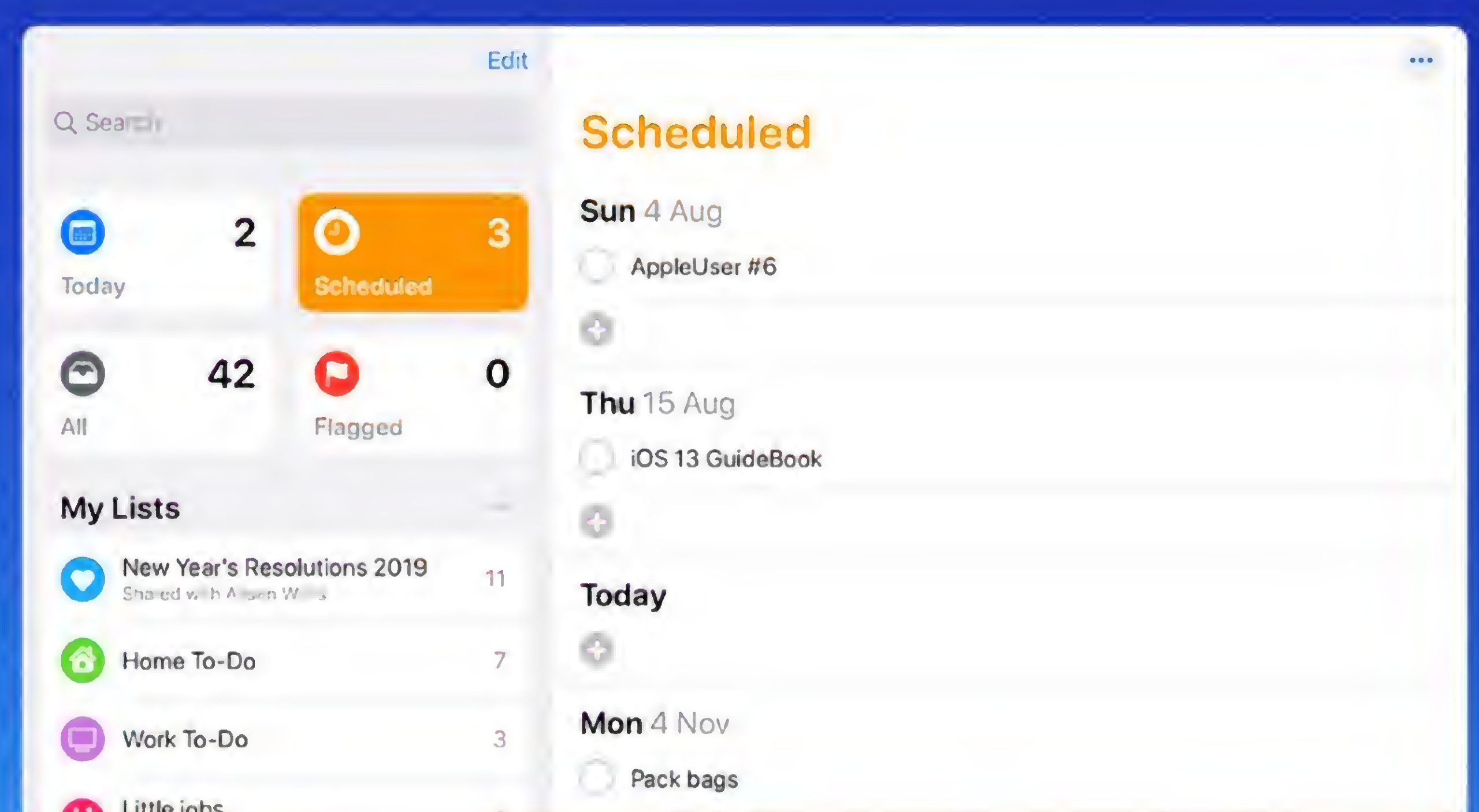


Messages has also been revamped. There are new animoji, with more options to create your own, and they can even wear AirPods. Search is improved and, when you're using AirPods, Siri can read your messages as they arrive.

Remember Reminders.



1 Reminders has had a complete overhaul, and is packed with new features. It's far better organised, with automatic smart lists for tasks that are due today or listed as important, and it's easier to create tasks too.



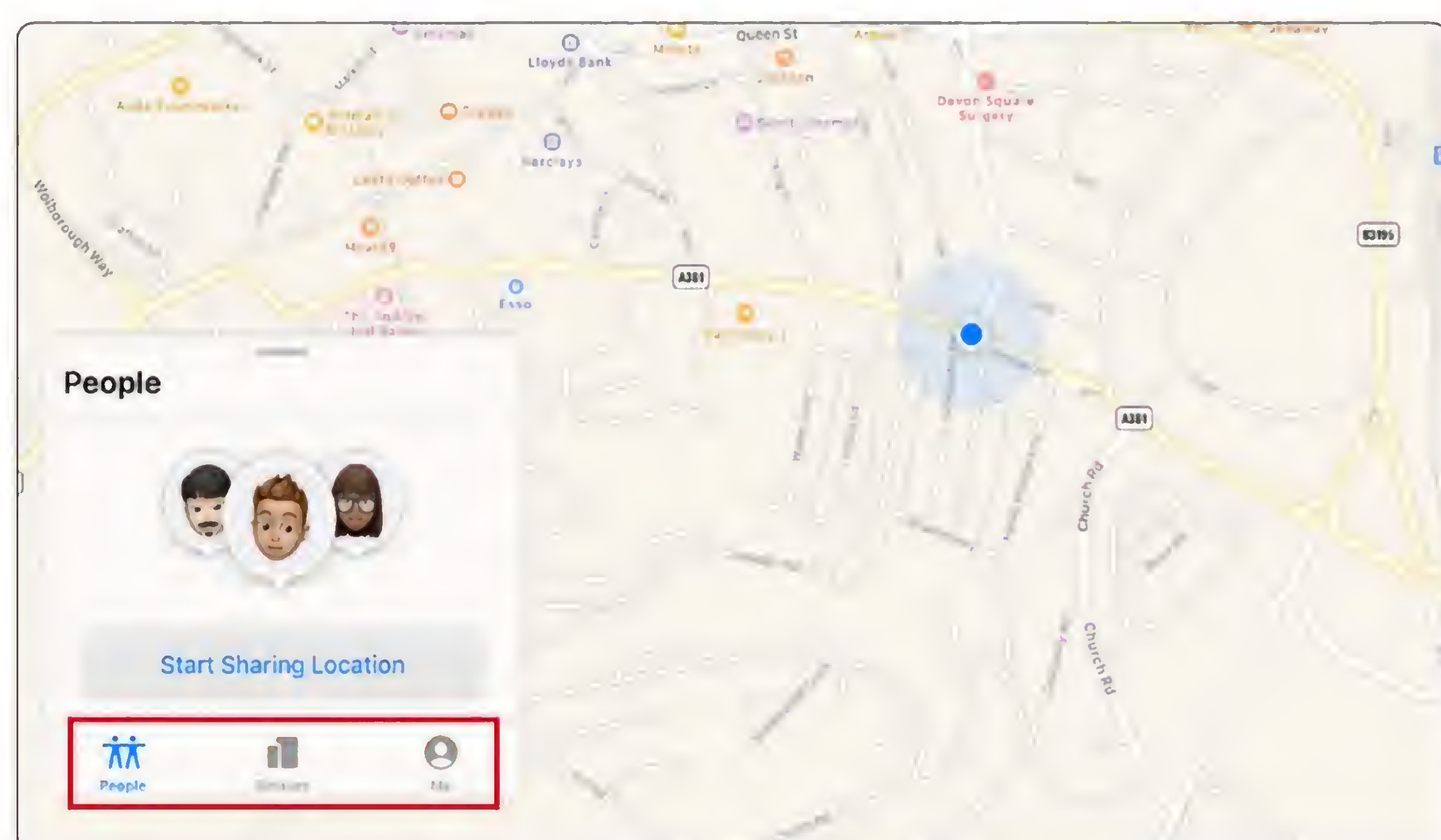
2 Scheduled lets you see all reminders that have a do-by date, 'Today' shows all reminders due that day, and 'All' shows all your reminders from every list together. You can flag reminders if you wish.



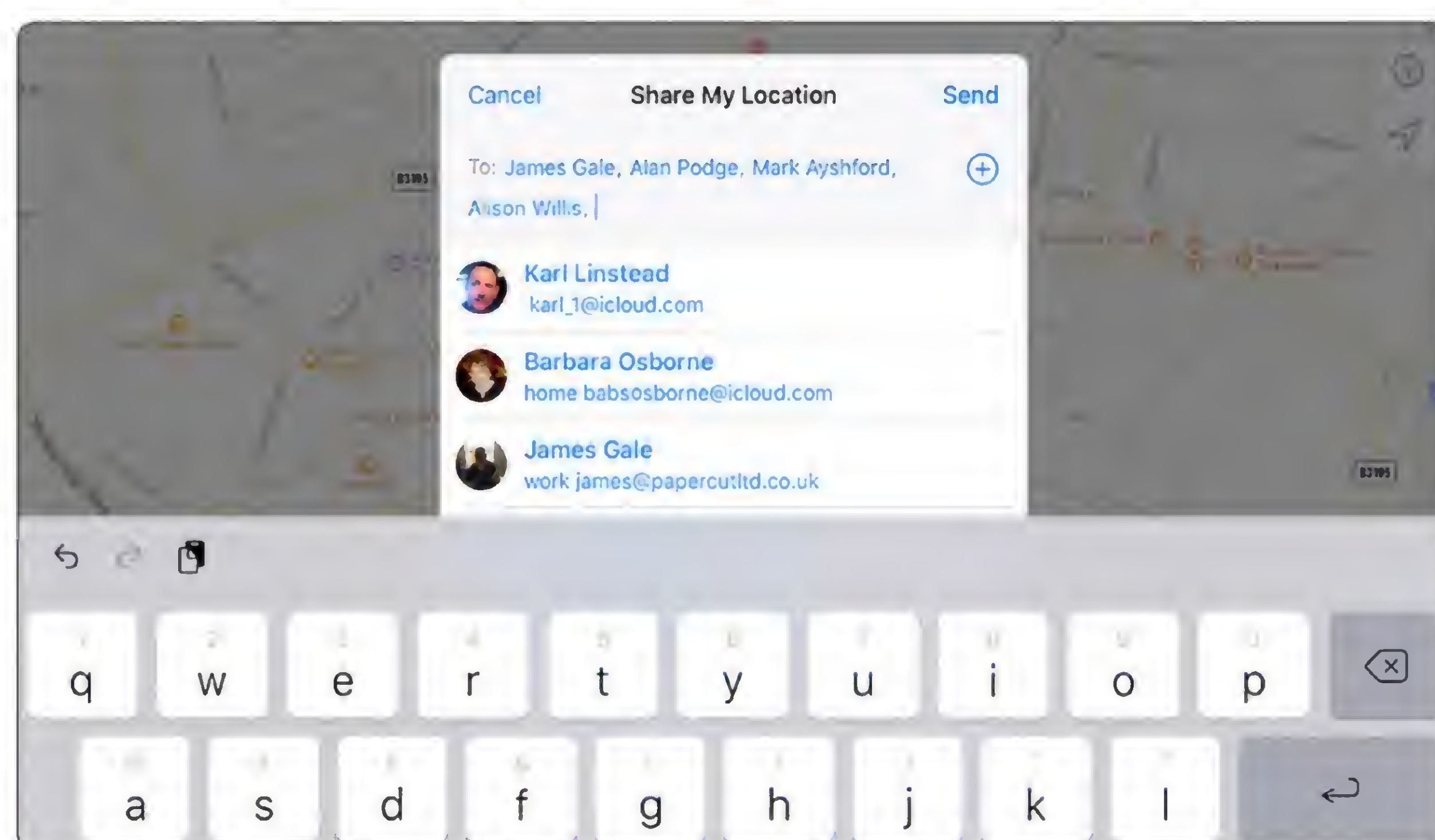
Find My What's Where?

With the introduction of iPadOS, Find My Friends and Find My iPhone are merged into a single app, called simply 'Find My'. With it, you can find lost or stolen Apple devices, including iPhones, iPads and Macs, and also locate your friends or family members on the map; just the thing if you're all on a day out and at risk of losing each other.

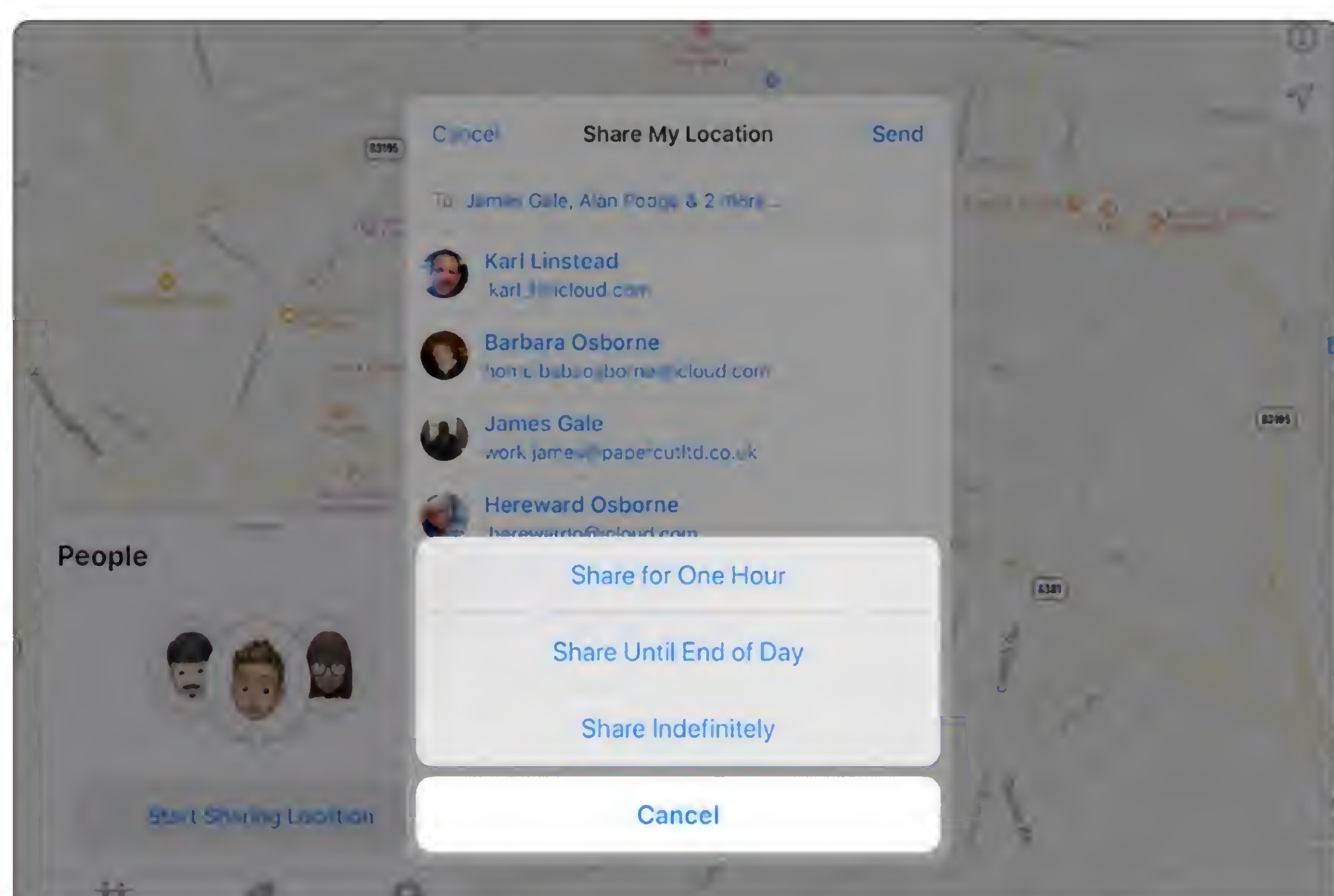
The People Tab



1 The Find My app is divided into three sections, represented by icons at the foot of the screen; People, Devices, and Me. Unsurprisingly, the People tab is for finding your friends. If it isn't already selected, tap it.



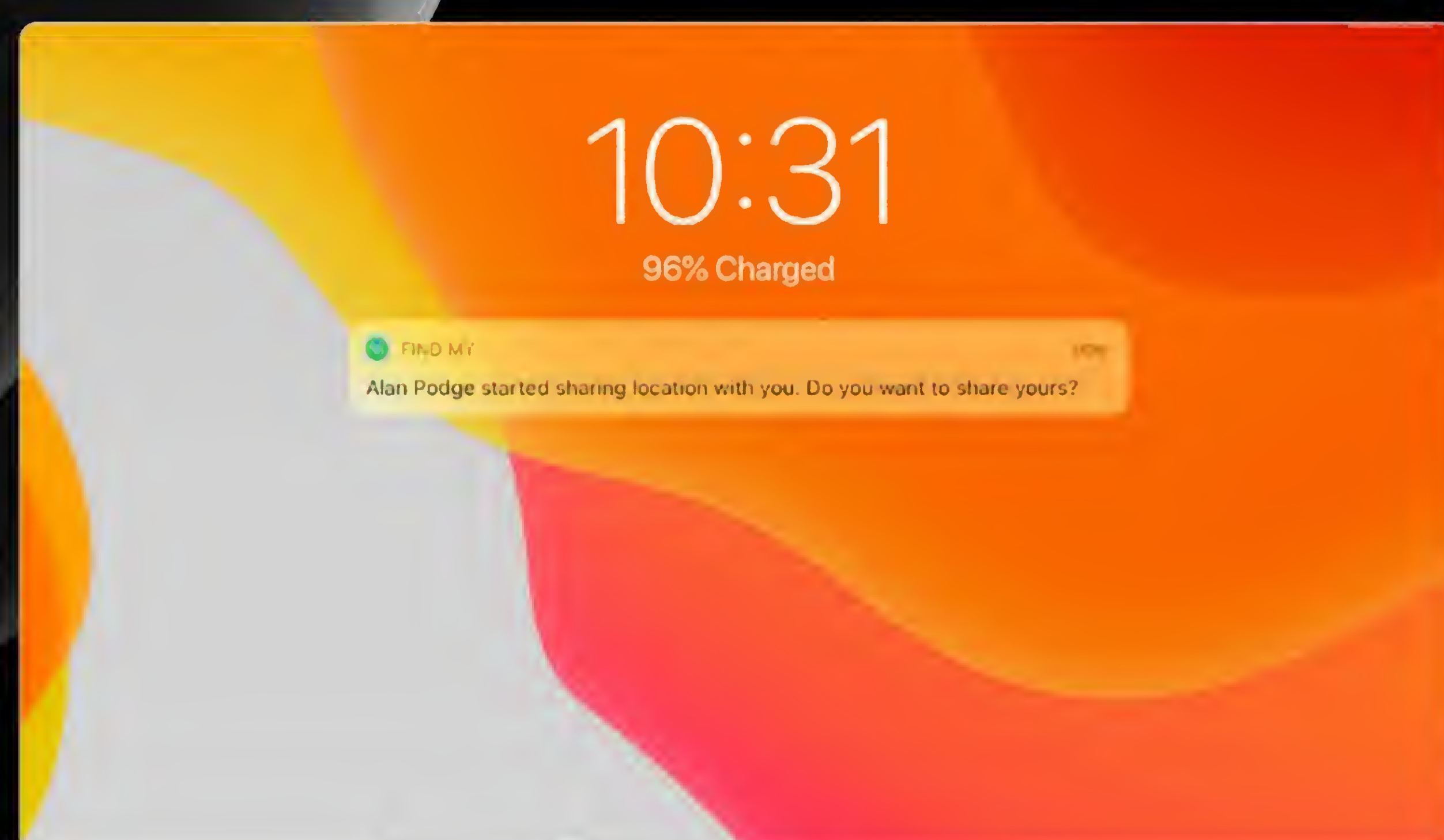
2 To start sharing your location with friends or family members, tap the large Start Sharing Location button. You should then enter the name, Apple ID email, or phone number of the person with which you want to share locations.

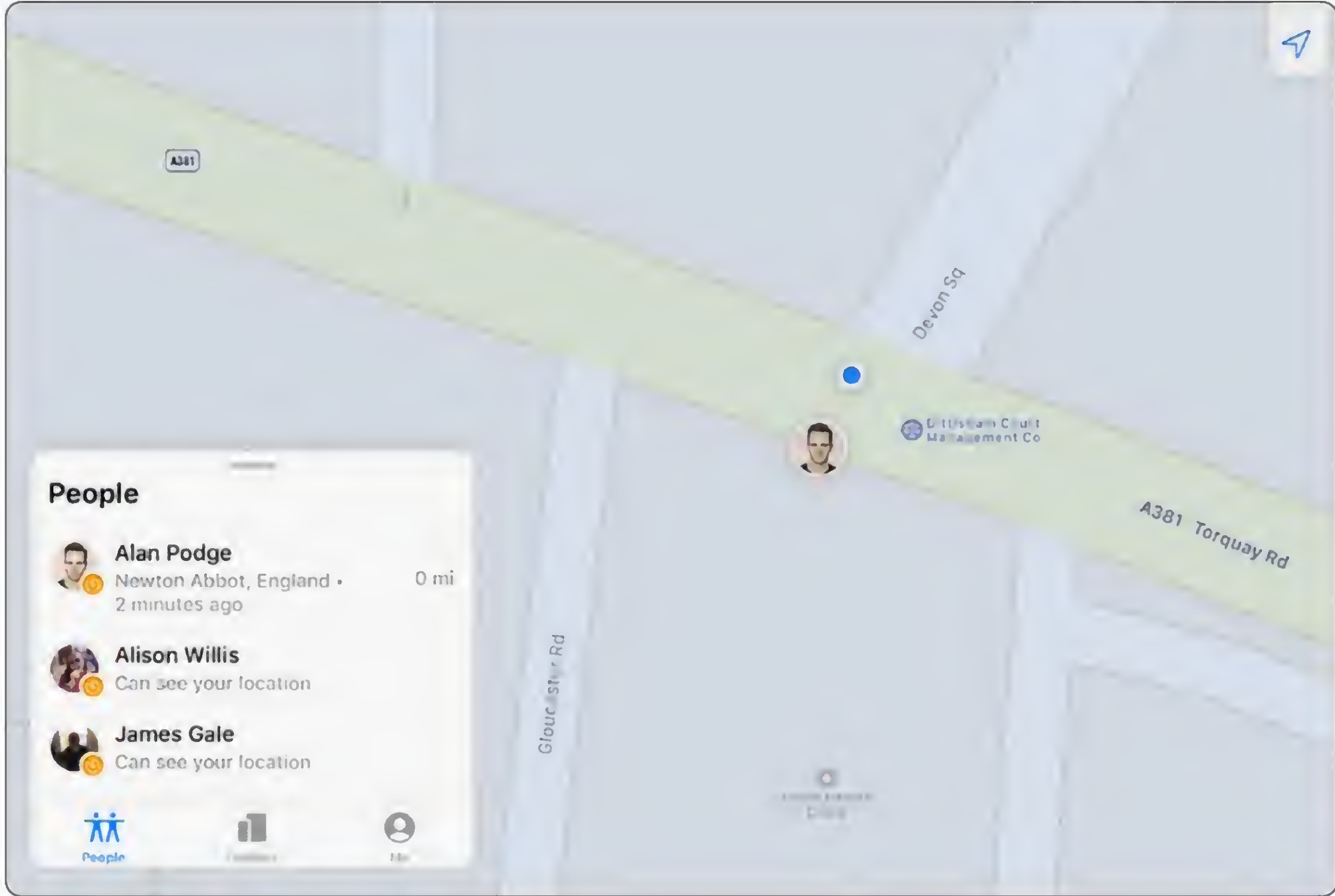


3 As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day, or indefinitely.

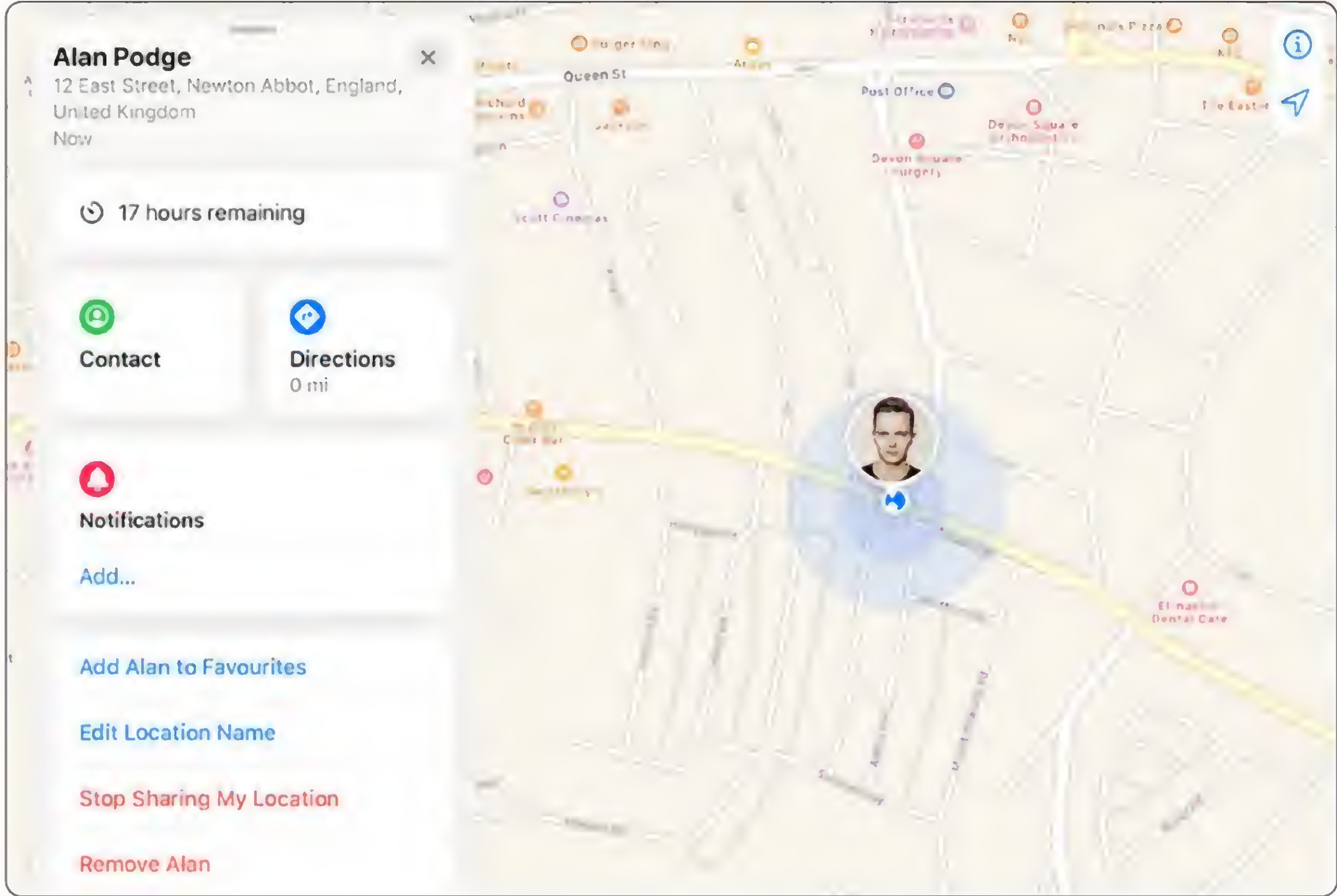
Returning the Favour.

When someone shares their location with you, you're given a notification. Tap this and you can quickly and easily choose to return the favour and share your location with them.

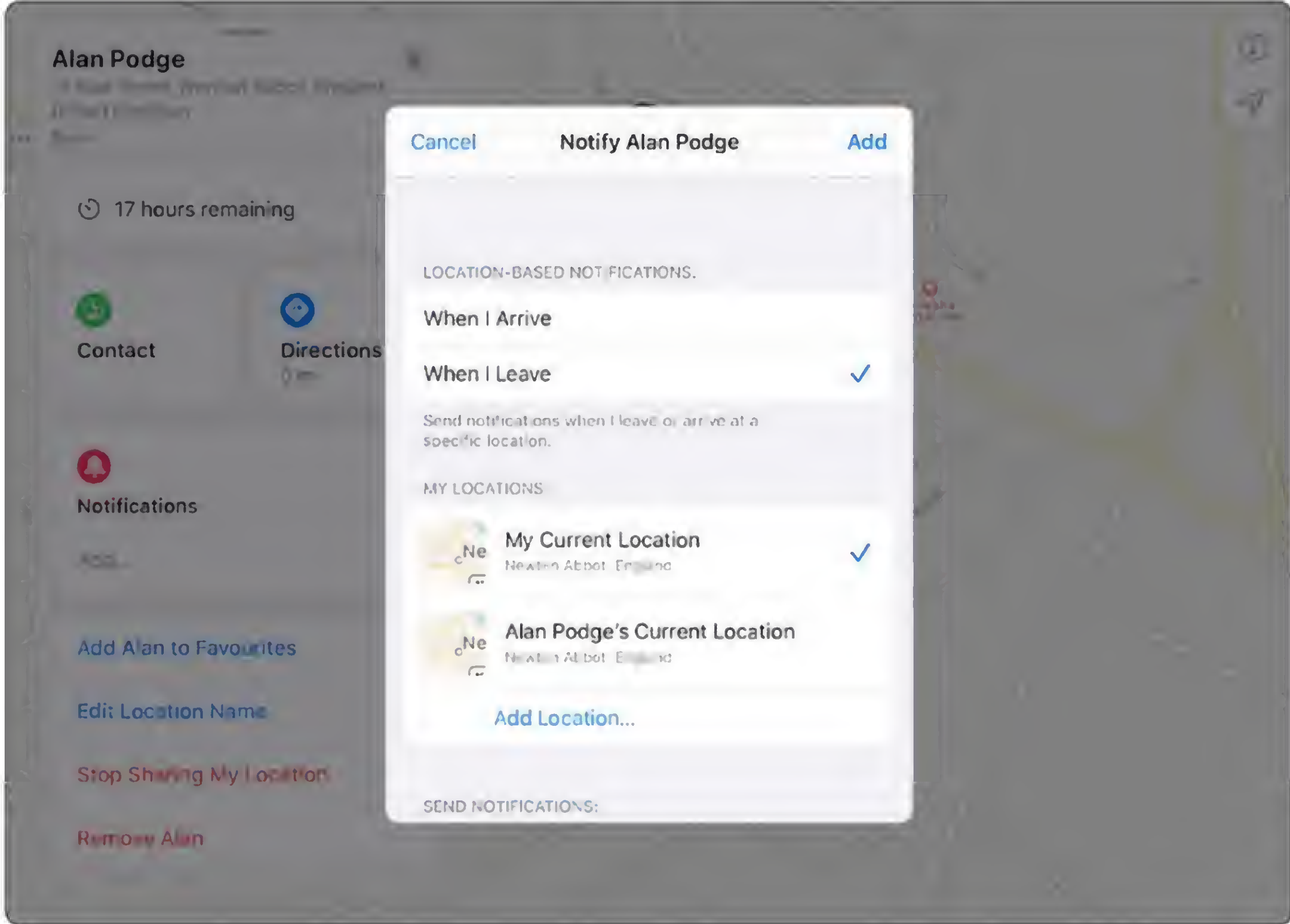




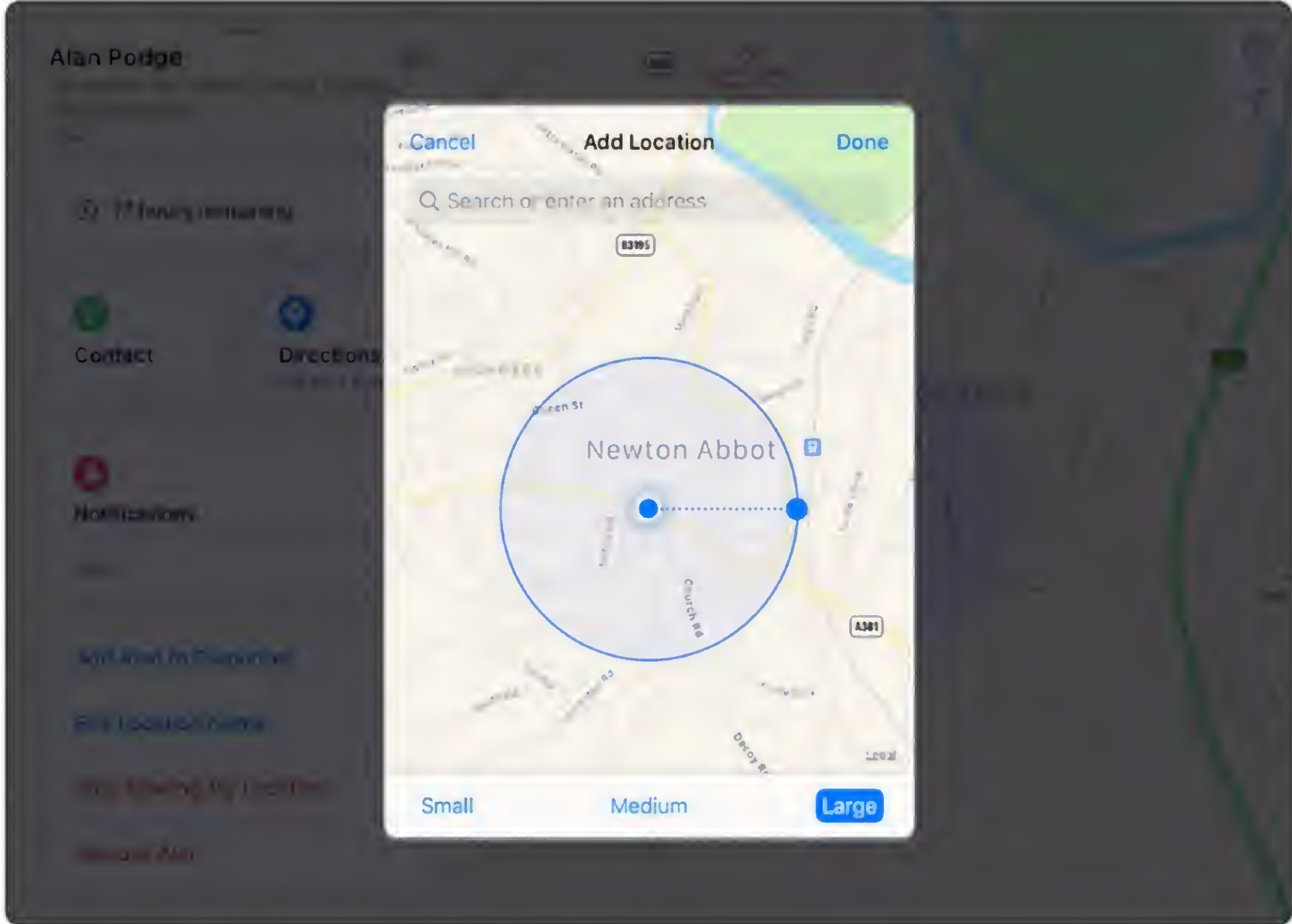
4 The people with whom you shared your location can now see exactly where you are, that is the blue spot on the map. You can pinch and spread to zoom in on this map, just like you can in the Maps app.



5 To access an options screen, tap on the name of someone with whom you're sharing your location. Pull the menu up to see all of the options. From here, you can tap Contact to bring up their card from your Contacts app.



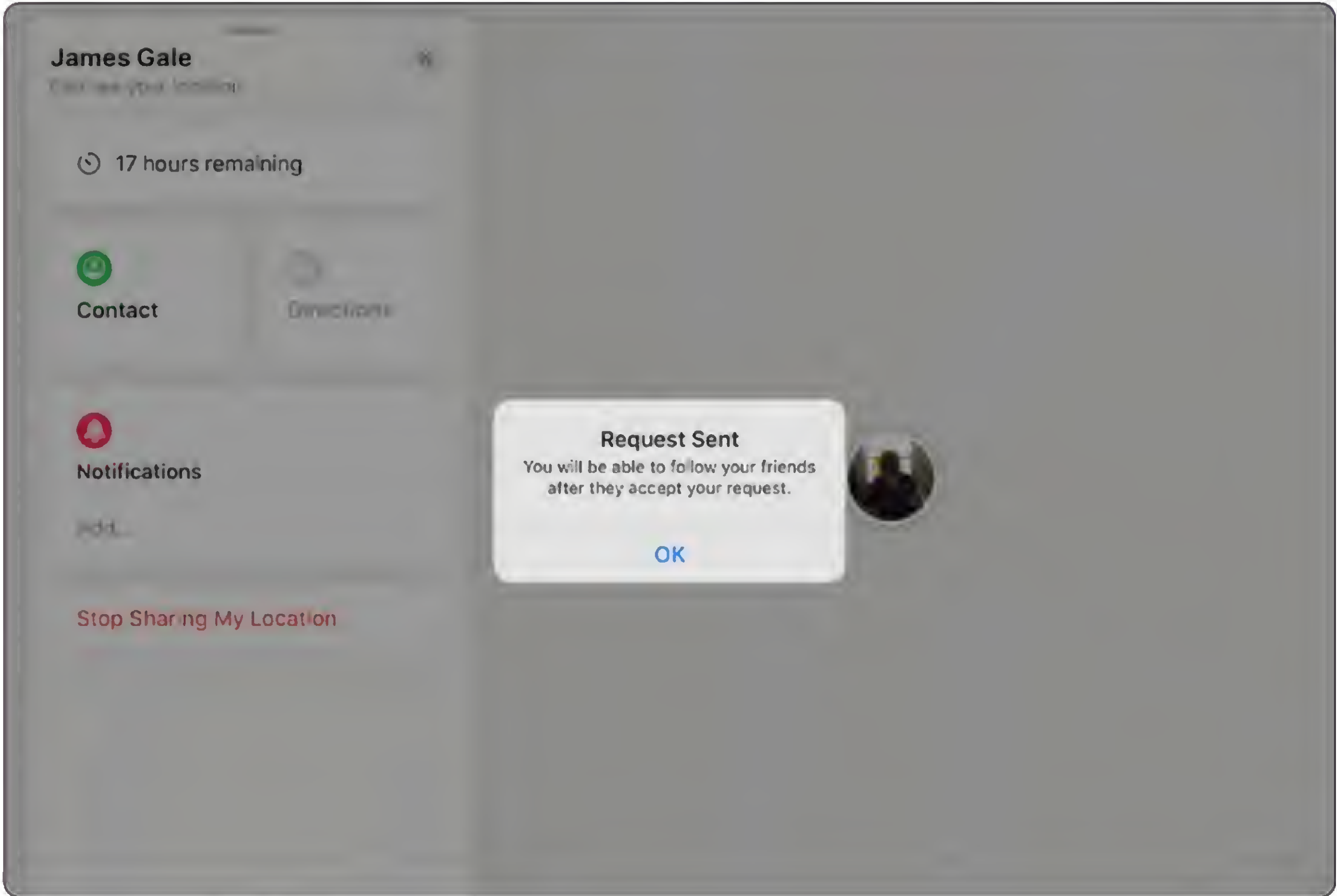
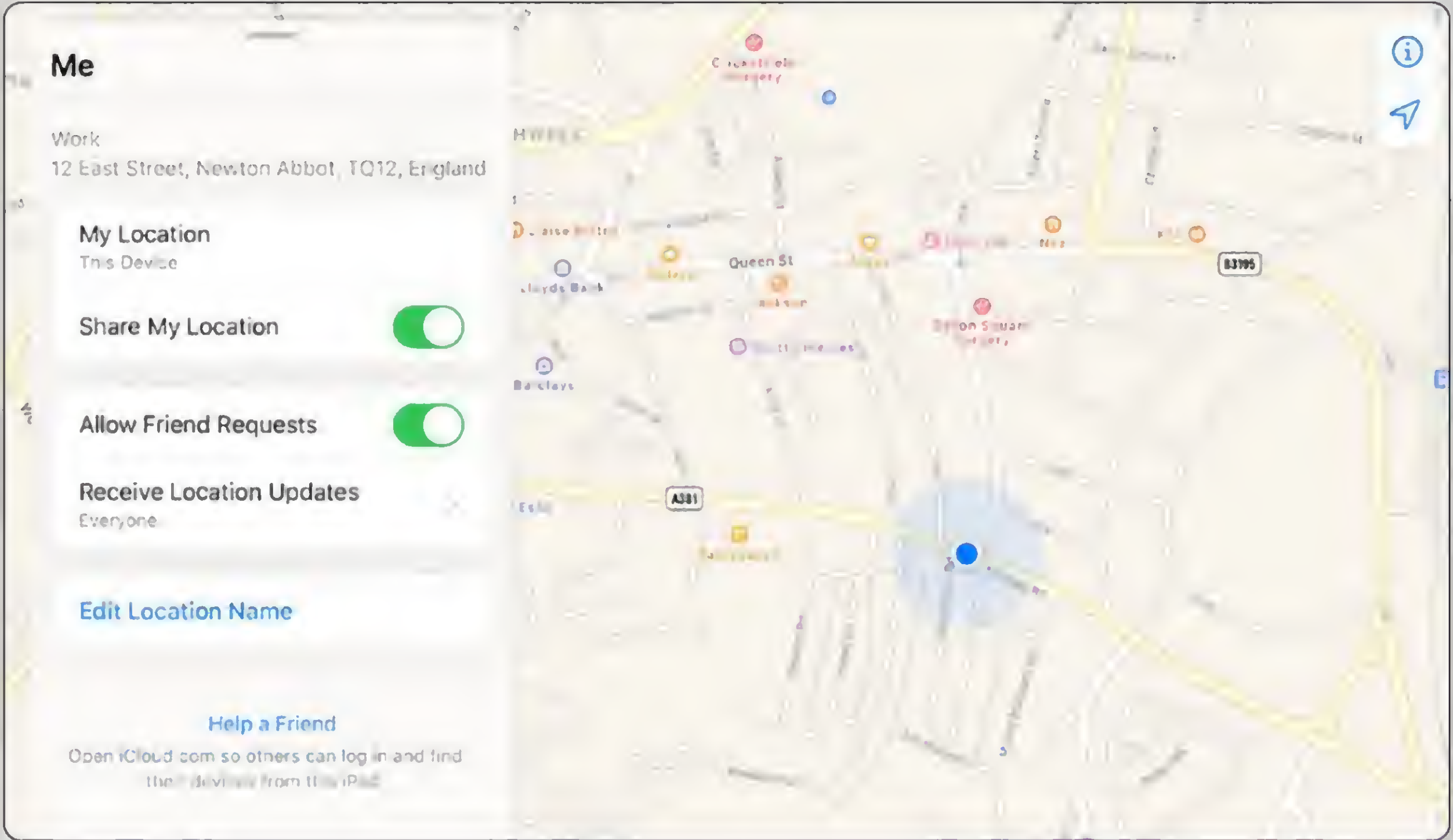
6 Other options available on this screen are: ask for their location, stop sharing your own, or remove them from the people with which you're sharing. You can also send them a notification when you leave or arrive.



7 To add a location to your list, tap Add Location and then find it on the map or search for it. You can then opt to send a notification when you arrive there. Tap the Done tab in the top right when you've finished.

The Me Tab.

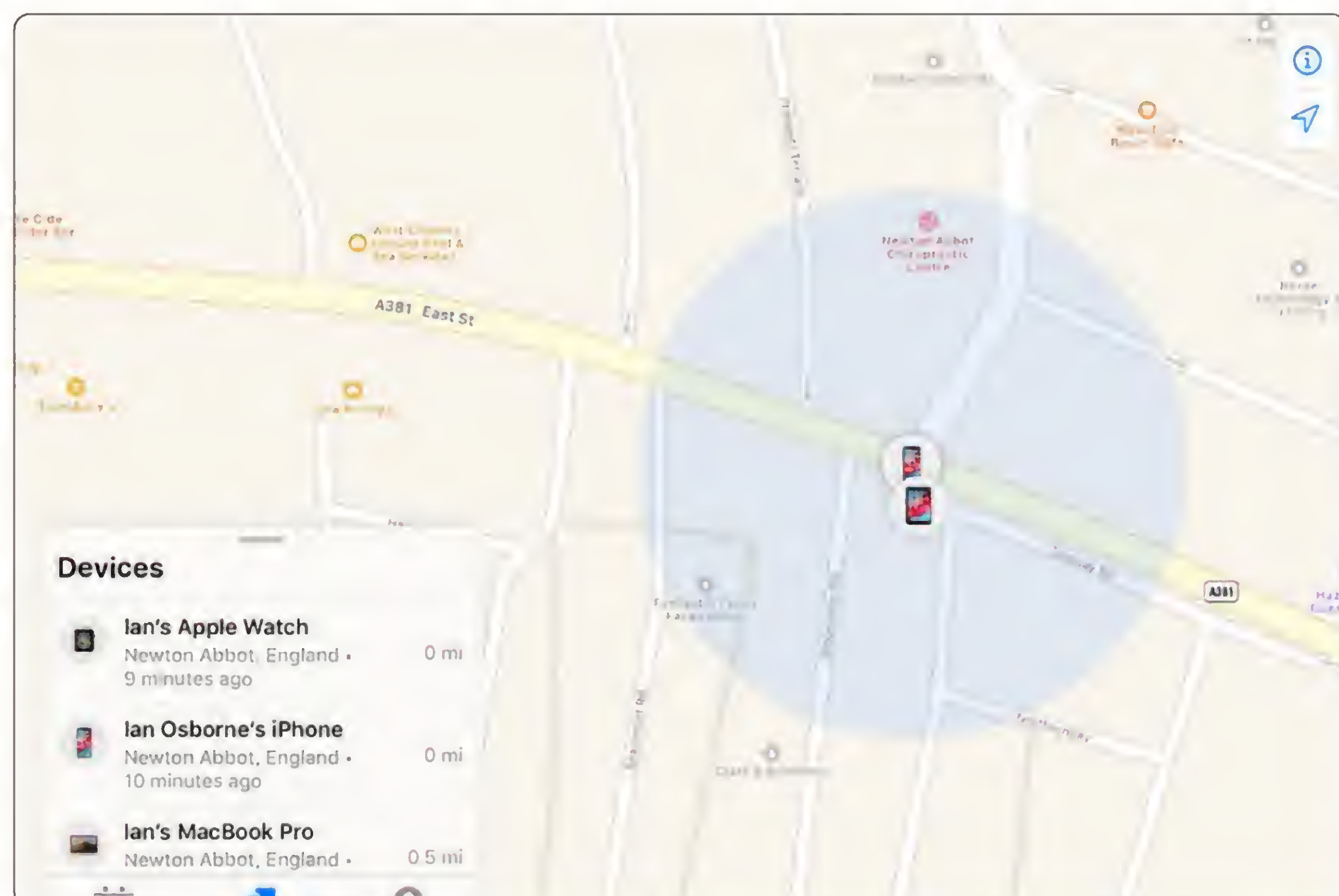
Tap the Me tab at the foot of the screen for a range of options and info. You're told where you are, given the option of naming that location (work, home, school, and so on), and can also stop sharing your location too.



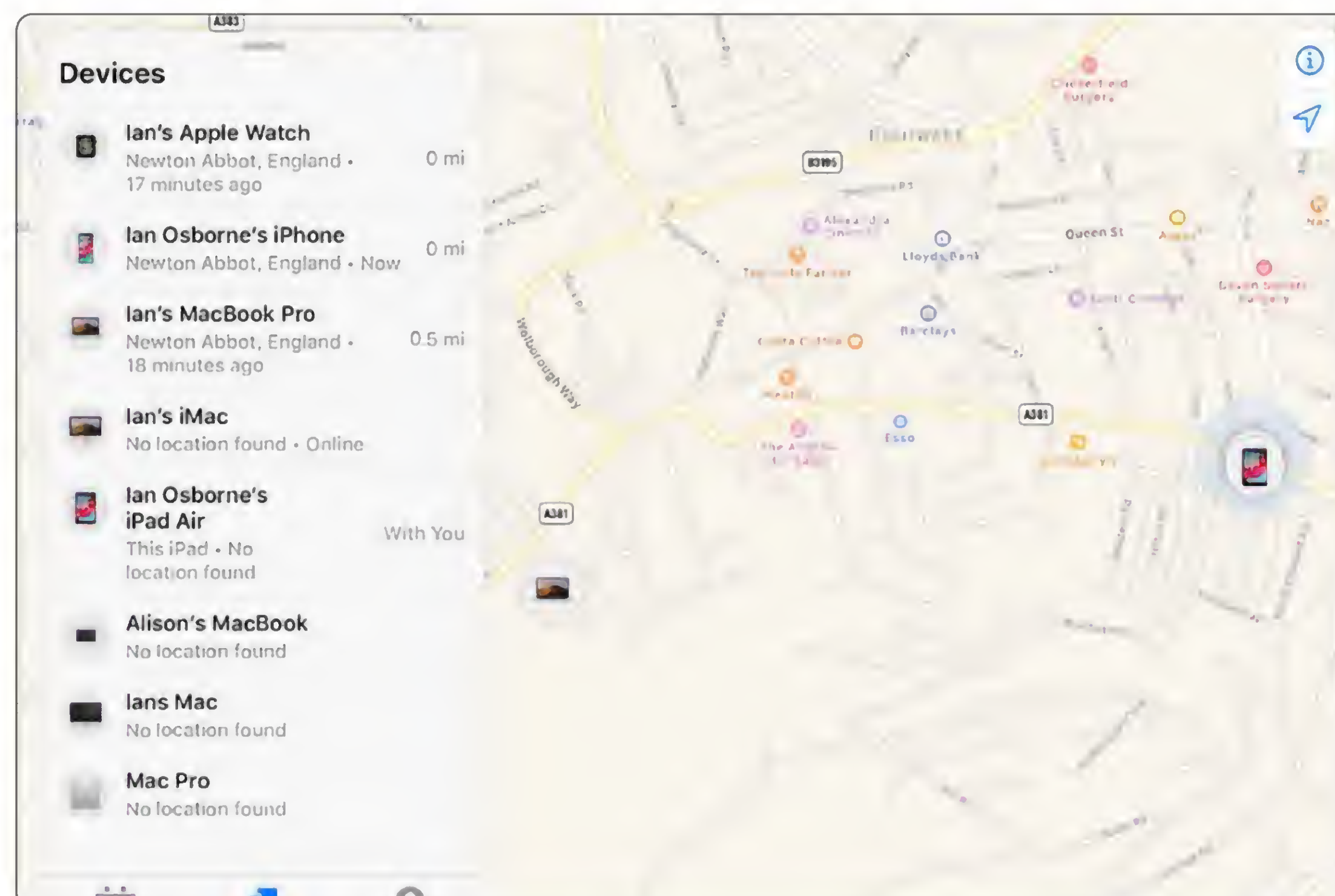
8 Tap a friend's name, that isn't currently sharing their own location with you, and then, to request they do so, tap Ask To Follow Location. If they comply, they also appear on the map, along with yourself and others who are sharing.



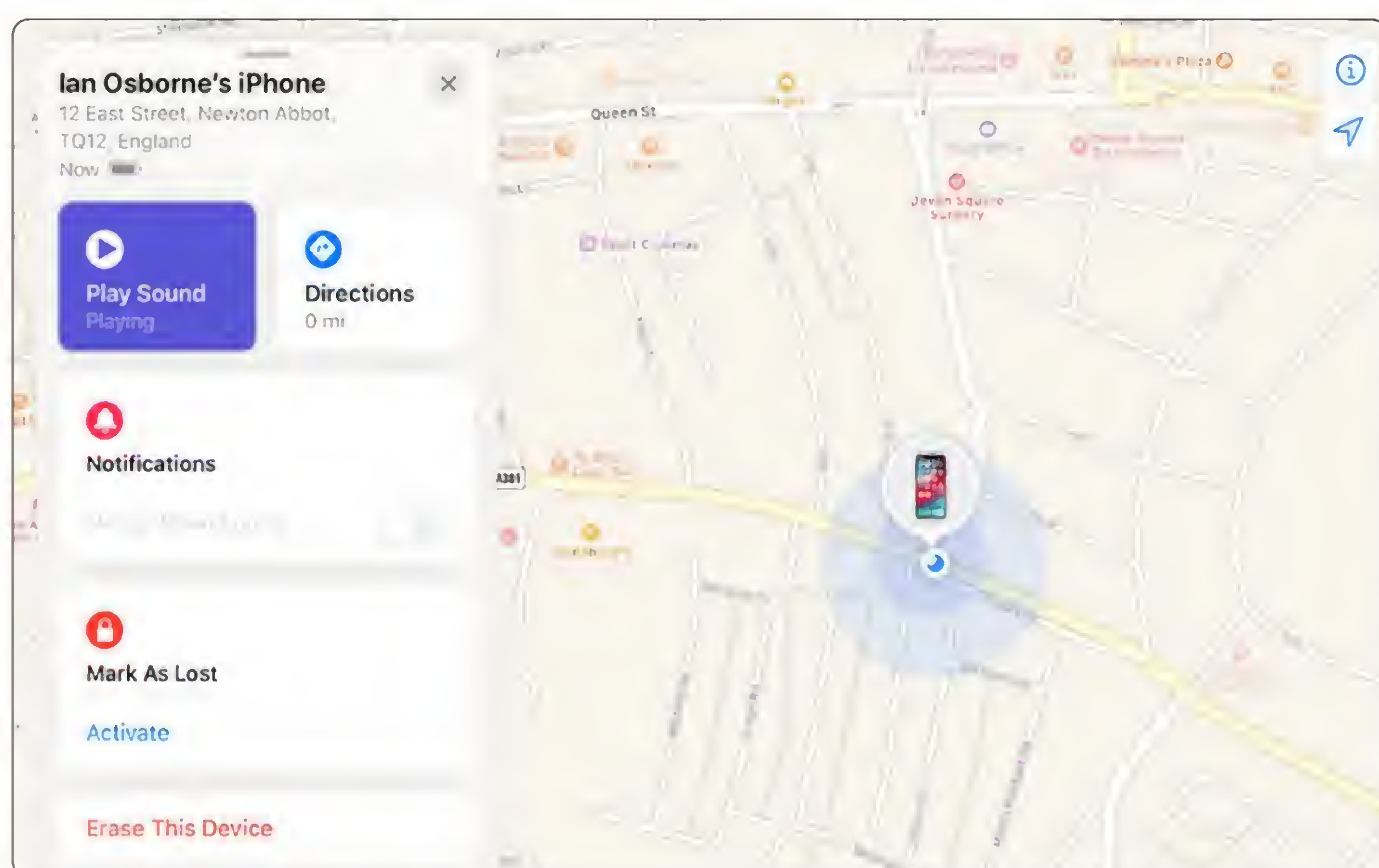
The Devices Tab



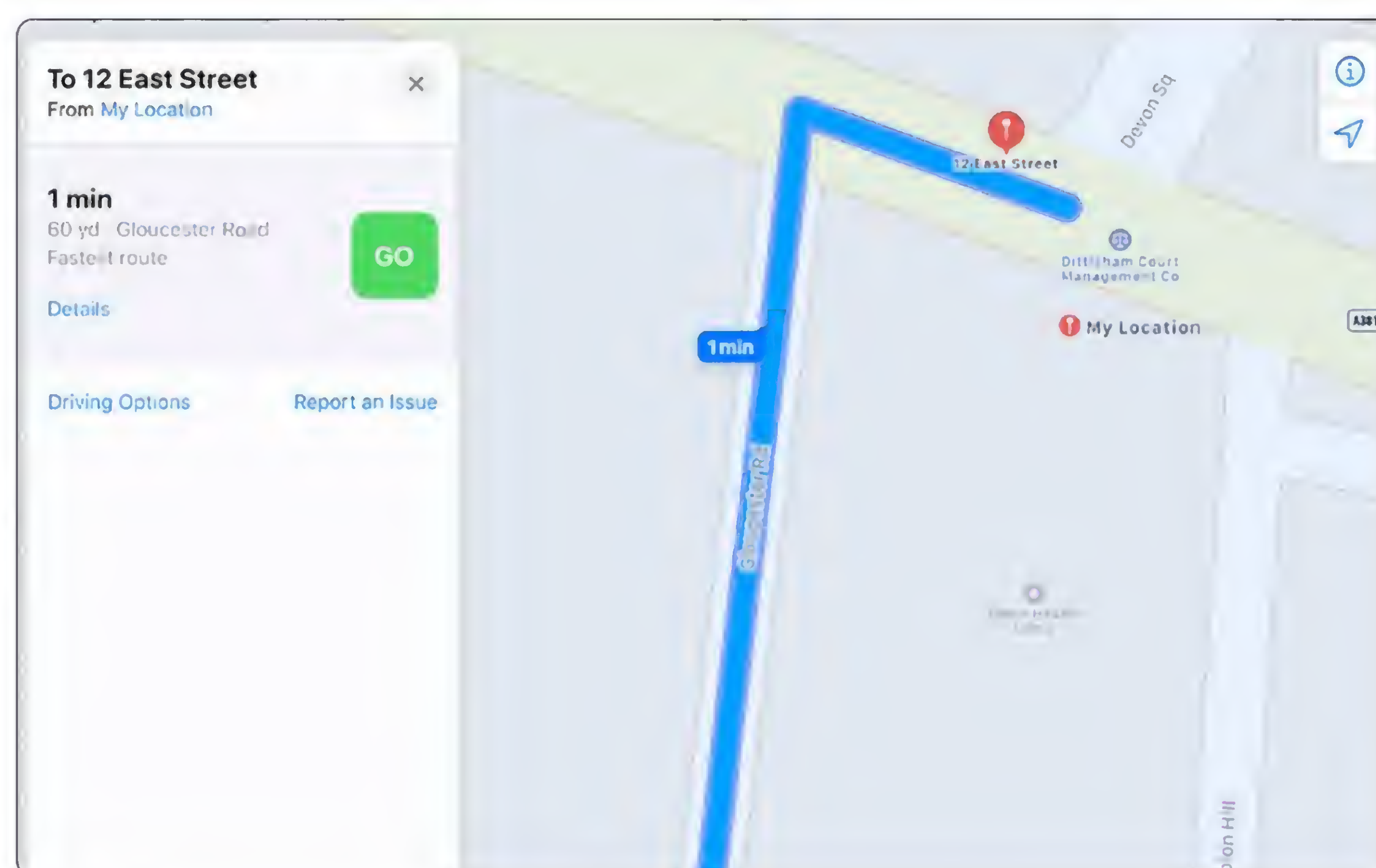
1 The Devices tab, found at the foot of the screen, gives access to what used to be called Find My iPhone. Tap it, and all of your Apple gear that's logged into the same Apple ID as your iPhone, is shown on the map.



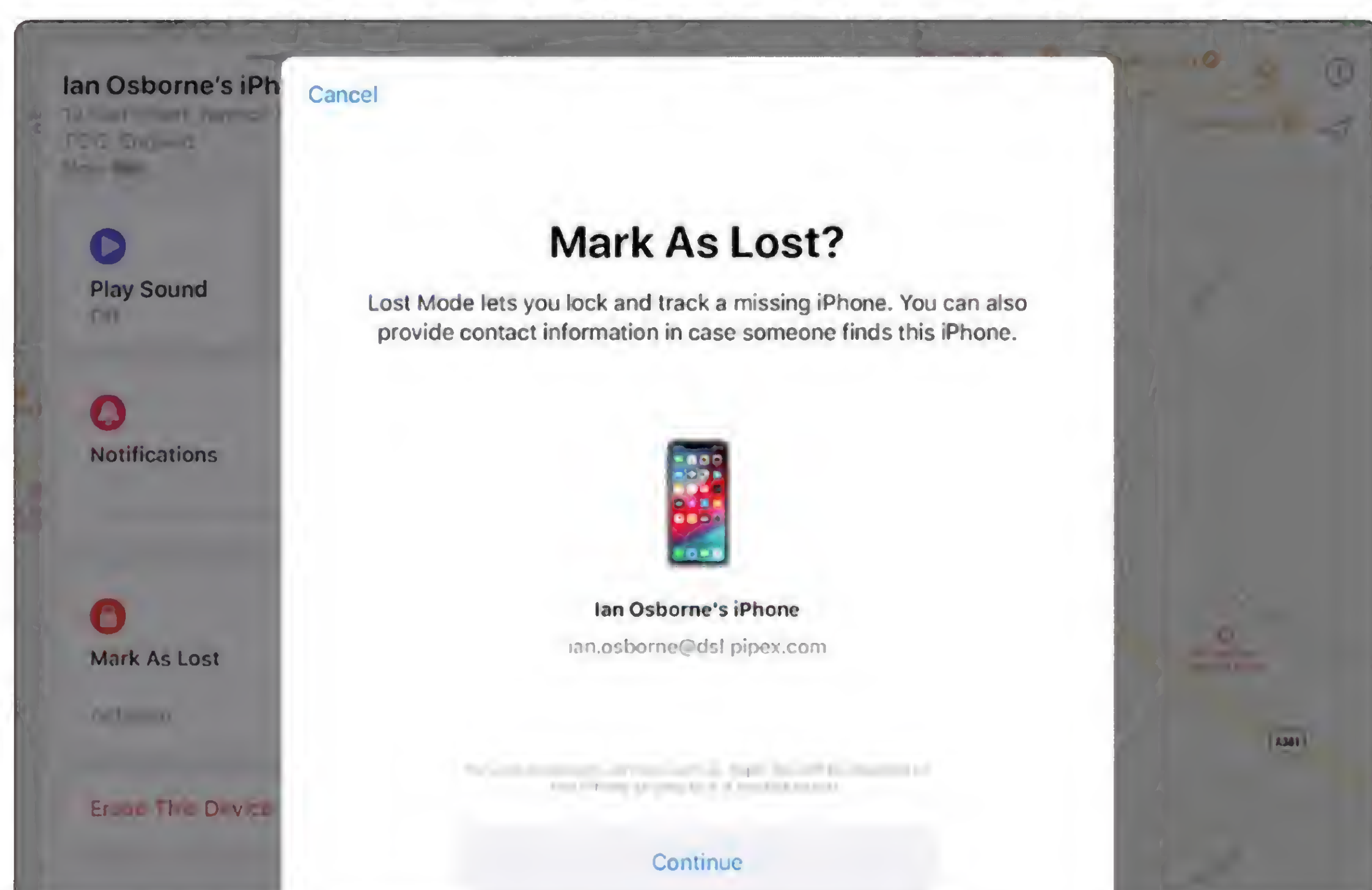
2 Swipe the devices list up to see all your Apple gear. If a device hasn't been online recently, it is listed as 'No location found'. Its location will be updated when it next goes online, so if it's been stolen, keep checking back.



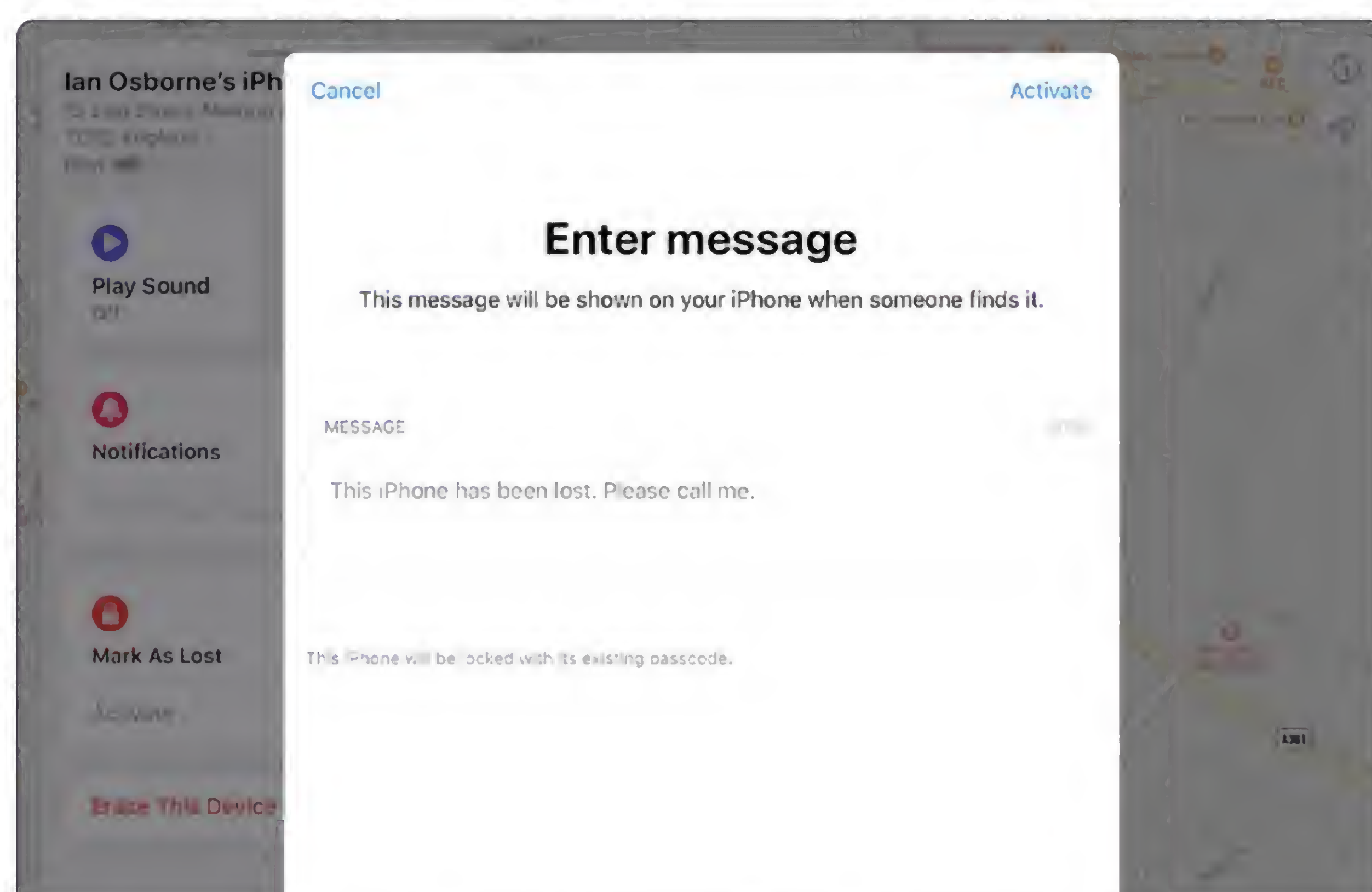
3 Tap any device on the map, or list, for an options screen. To locate a device that's likely to be within earshot, tap the Play Sound link. Your device makes a noise, enabling you to find it; just the thing if it's lost in the house.



4 Tapping the Directions link opens up the Maps app and gives you directions from your current location to the whereabouts of your missing device. As you can see, this one isn't too far away; maybe it was dropped in the street?



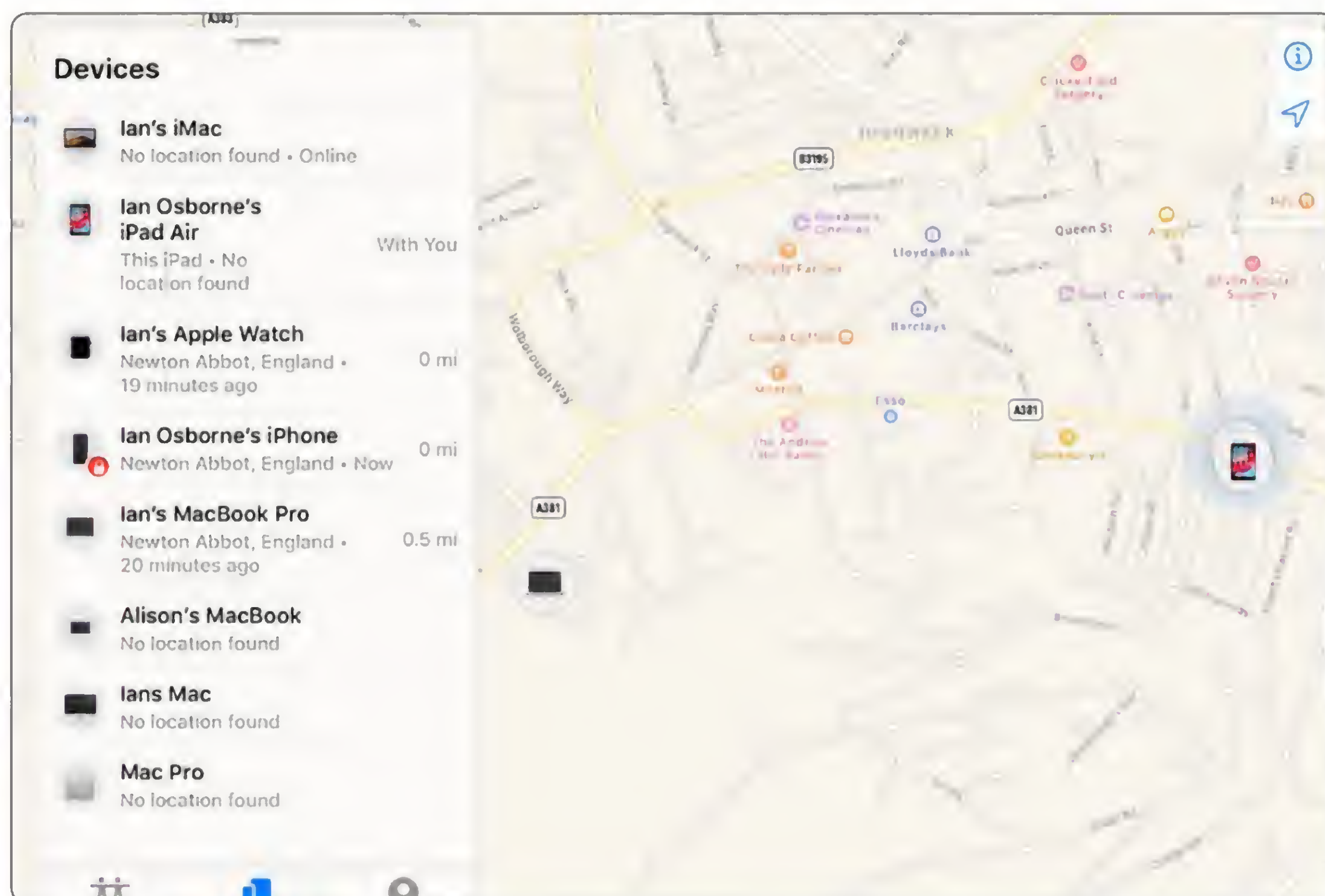
5 If you fear a device is lost, as opposed to simply being mislaid in the house or at work, you can tap Activate under Mark as Lost to lock and track it. This prevents thieves or finders getting at your precious personal data.



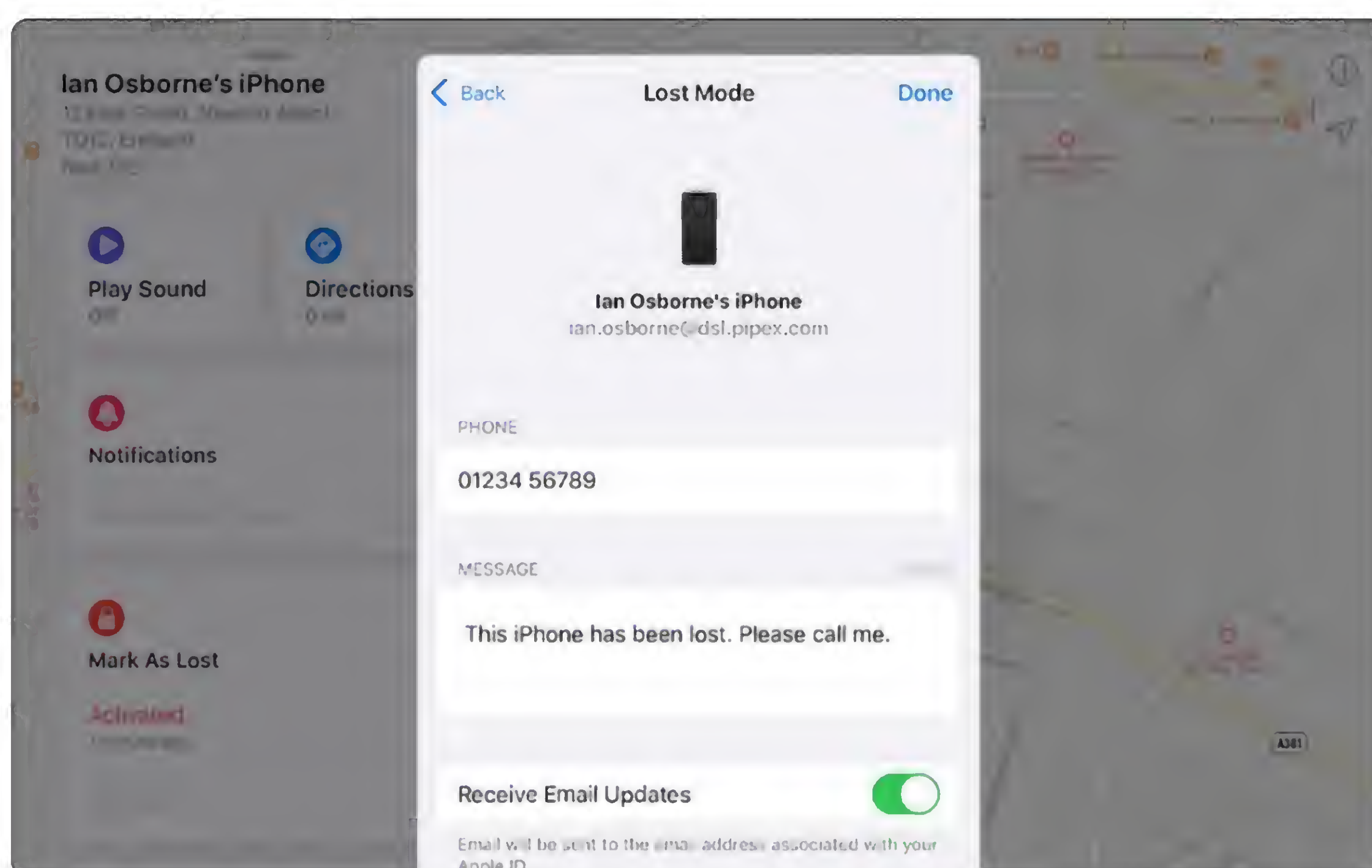
6 When you lock a device, you can enter a phone number and a short message, which is displayed on the gadget's lock screen. This way, an honest finder can see the message and give you a ring to say they found it.



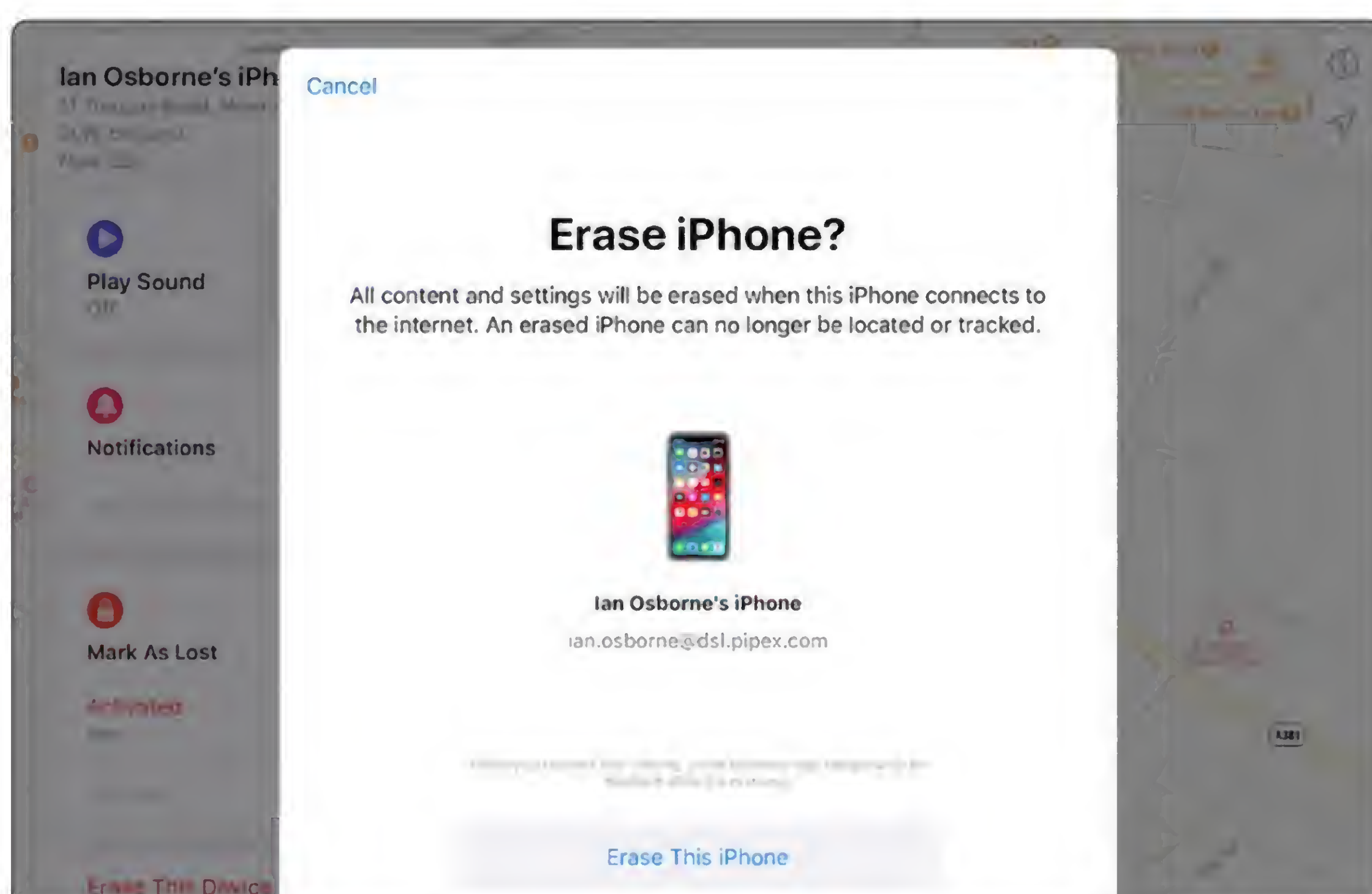
Map Functions.



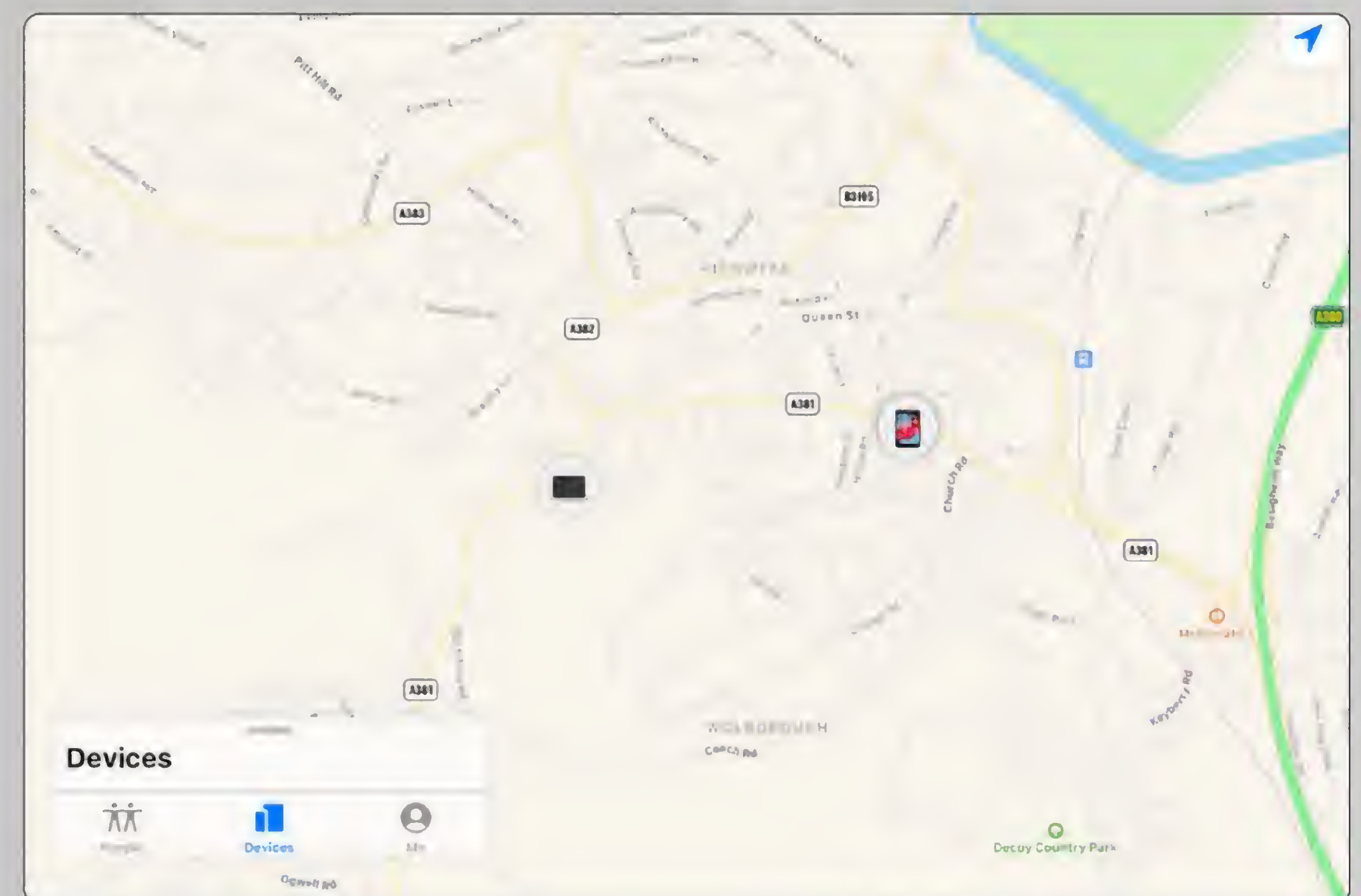
7 In the Devices list, an item you've marked as lost is shown with a Lock icon next to it. You can still tap the item in this list to go to the options screen mentioned earlier. Tap the Activated link for various Lost Mode options.



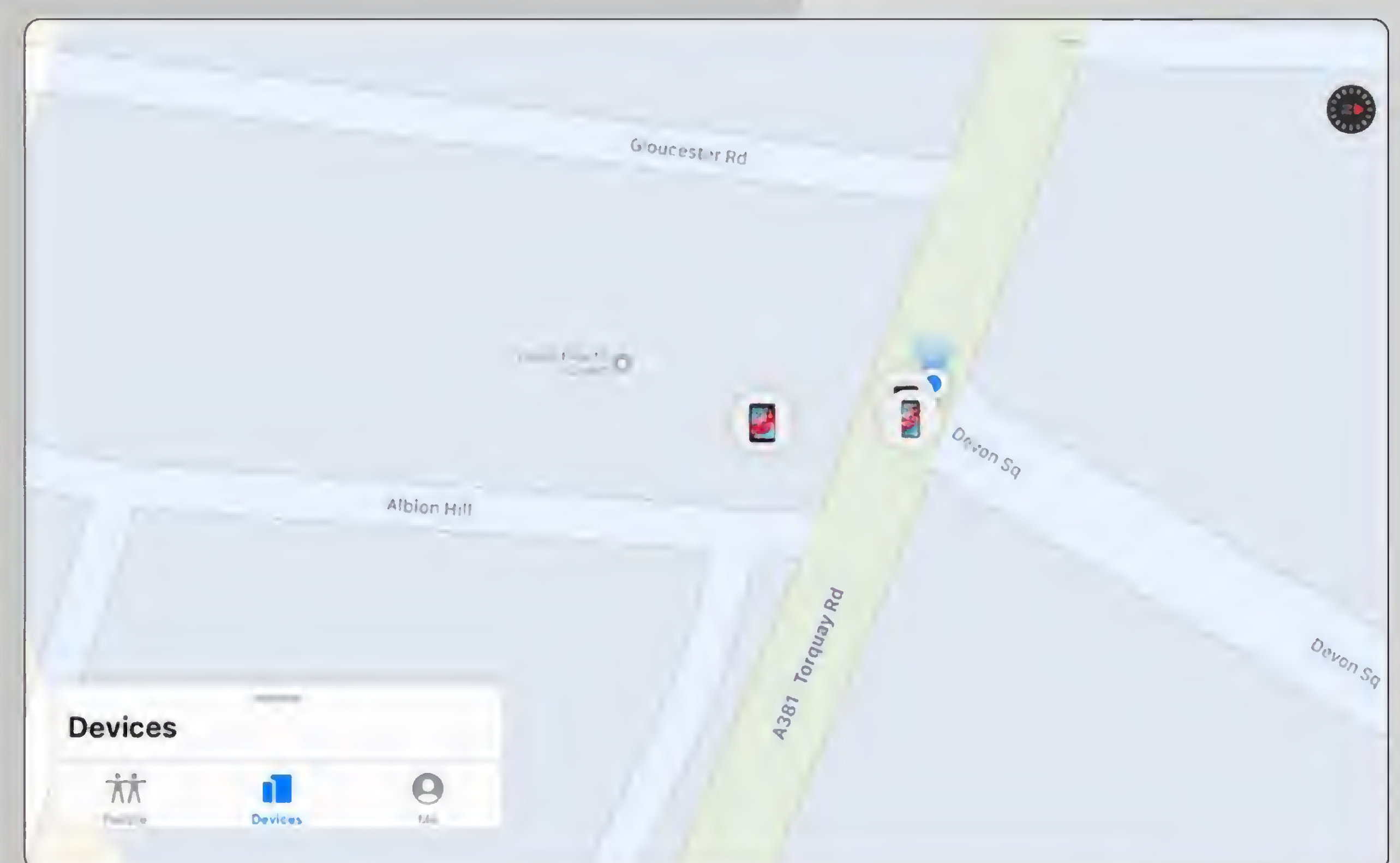
8 Tap the locked device in the Find My list, then tap Mark as Lost again and you can change this phone number and/or message. You can also get email updates (on by default) and, when you've found it, switch off Lost Mode.



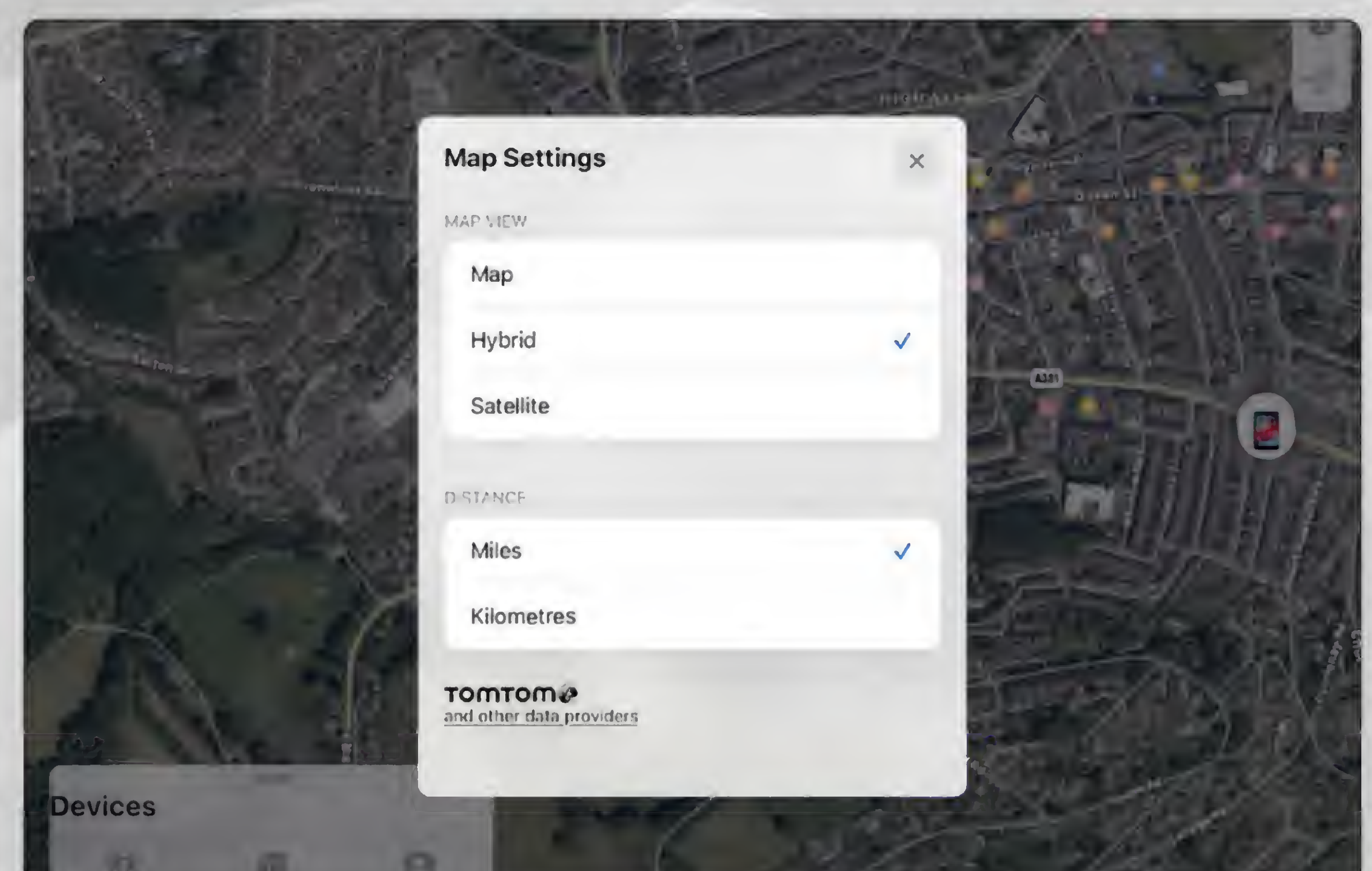
9 As a last resort, you can tap Erase this Device to wipe it clean. This should only be done if you've given up hope of ever recovering it, as, when it's wiped, it can no longer be tracked using the Find My app.



1 The Find My app draws its maps from the Maps app, so shares some of its functionality too. As in Maps, you can tap the blue arrow in the top right to home in on your current location. Tap again to have the map rotate around you.



2 Again, as in Maps, you can pinch and spread on the screen to zoom into or out of the map. You can also tap and hold with one finger to drag the map around the screen, and tap the compass to rotate it so North is up.



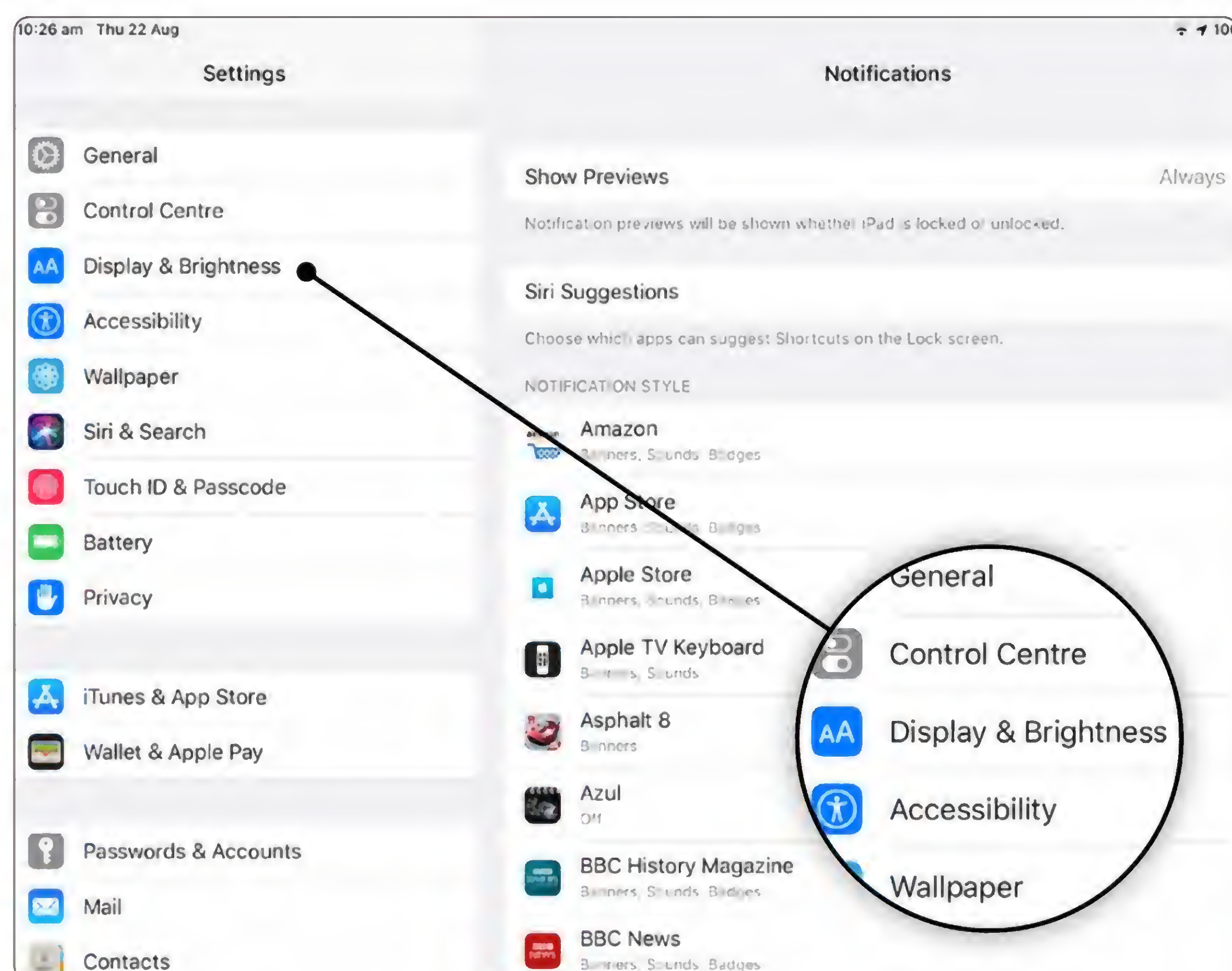
3 Tap the 'i' icon in the top right corner, and you can switch between a drawn map, a satellite view and a hybrid, that is, a satellite map with street names overlaid. You can also switch between miles and kilometres.



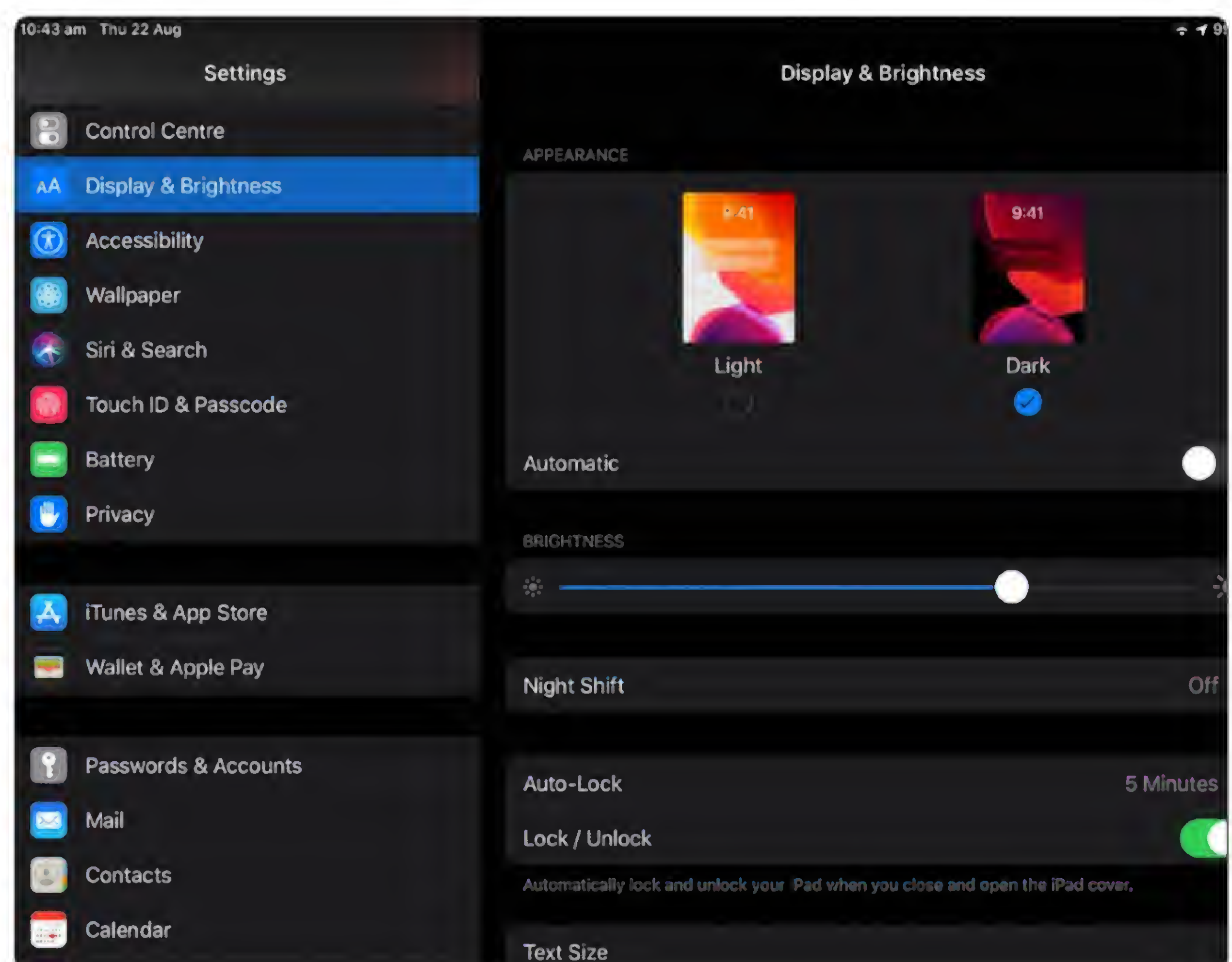
Dark Mode

New to the iPad

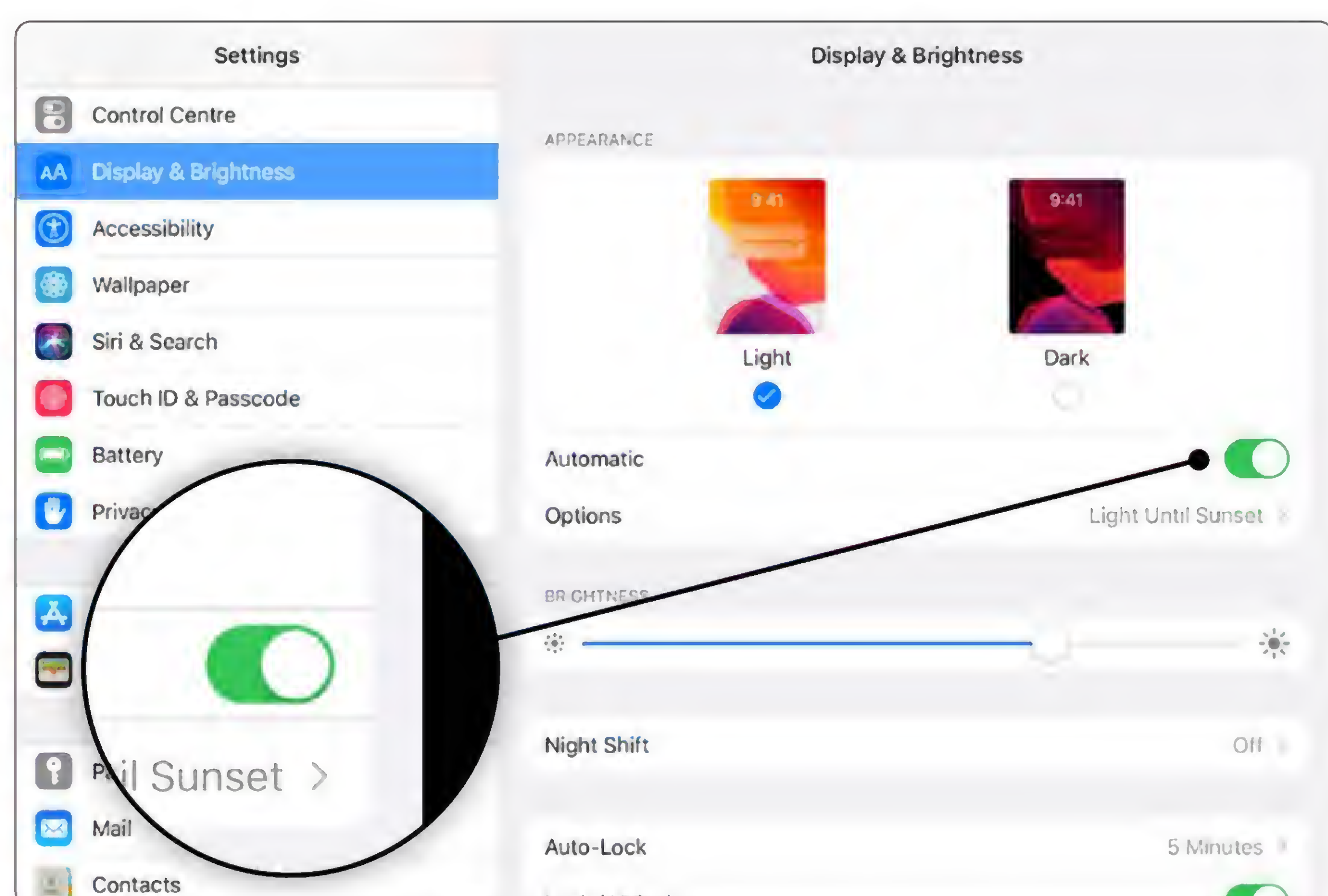
If you prefer a darker screen on your iPad, with white text on a black background, Dark Mode is for you. It's easy to set up and employ, and you can: use it on a permanent basis, have it change automatically depending on the time of day, or schedule it to turn on and off at preset times.



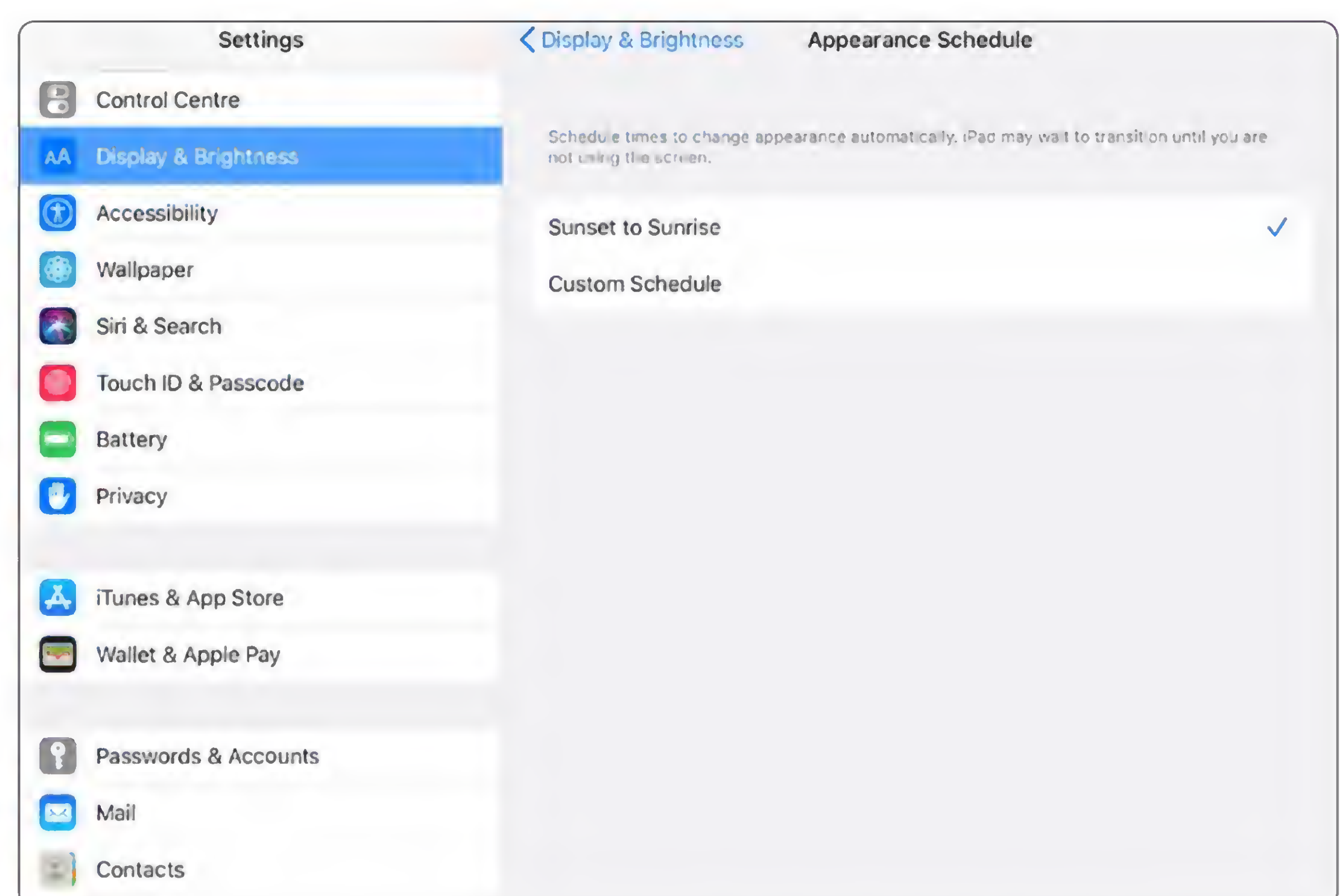
1 To set up and use Dark Mode, open System Preferences (the app with the grey icon showing cogs), and in the left hand column, find the Display and Brightness link; the one with the double-A icon, as shown.



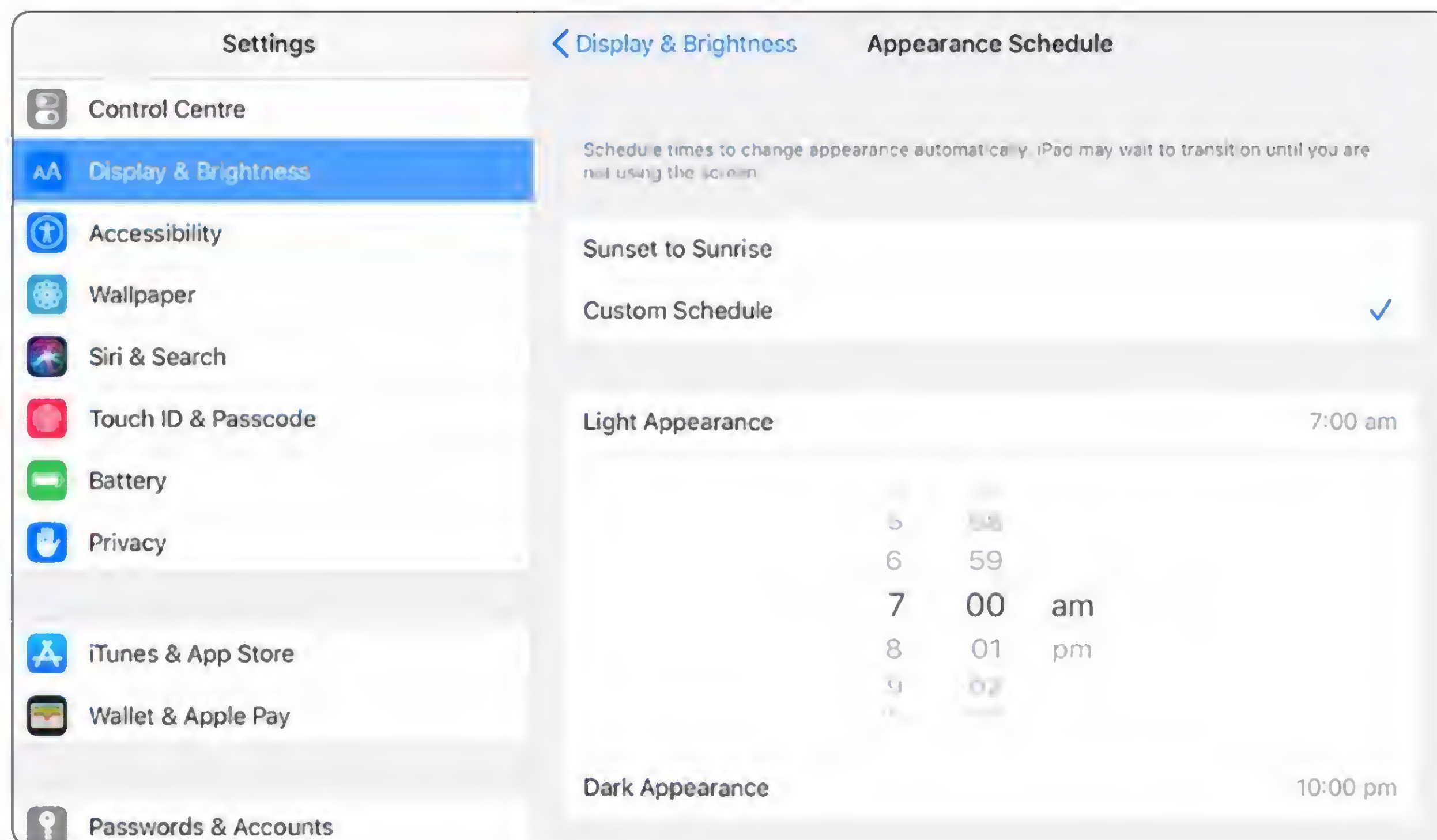
2 At the top of the screen are the Light and Dark options; tap one to choose it, immediately making the screen either light or dark. This is the option you use to change the screen mode on a permanent basis.



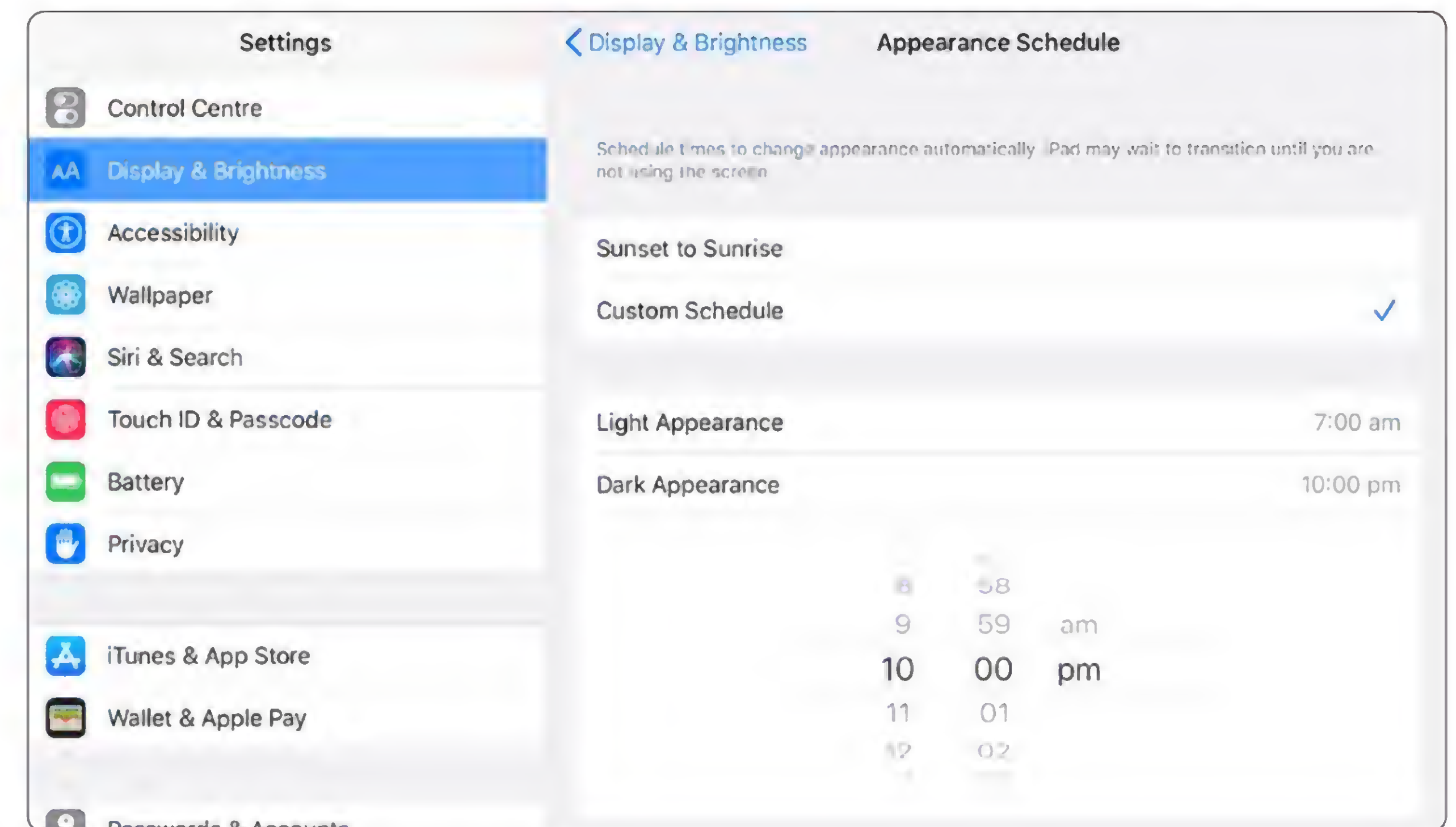
3 Under the Light and Dark pictures, there's a switch labelled 'Automatic'. If you want the light and dark modes to toggle automatically, tap this switch to turn it on. When you do so, an Options link appears under the Automatic switch.



4 By default, Options reads 'Light Until Sunset', meaning the iPad is in Light Mode until the sun goes down. Tap the Options link and you're taken to the Appearance Schedule screen. By default, Sunset to Sunrise is selected.

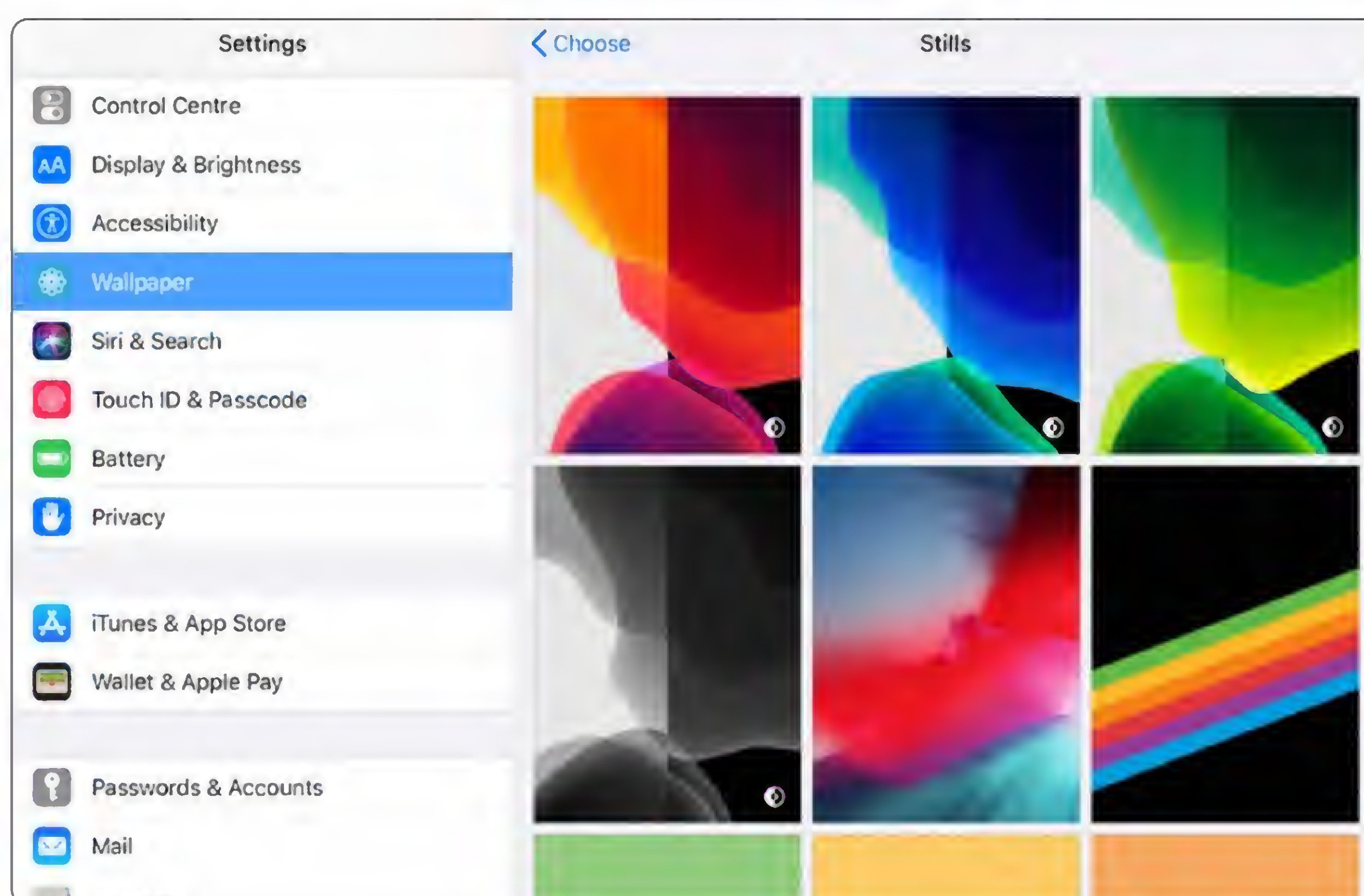


5 Tap Custom Schedule and you can set specific times for when Light Mode and Dark Mode are activated. Tap Light Appearance, then use the wheels to set the time when the iPad switches to Light Mode.

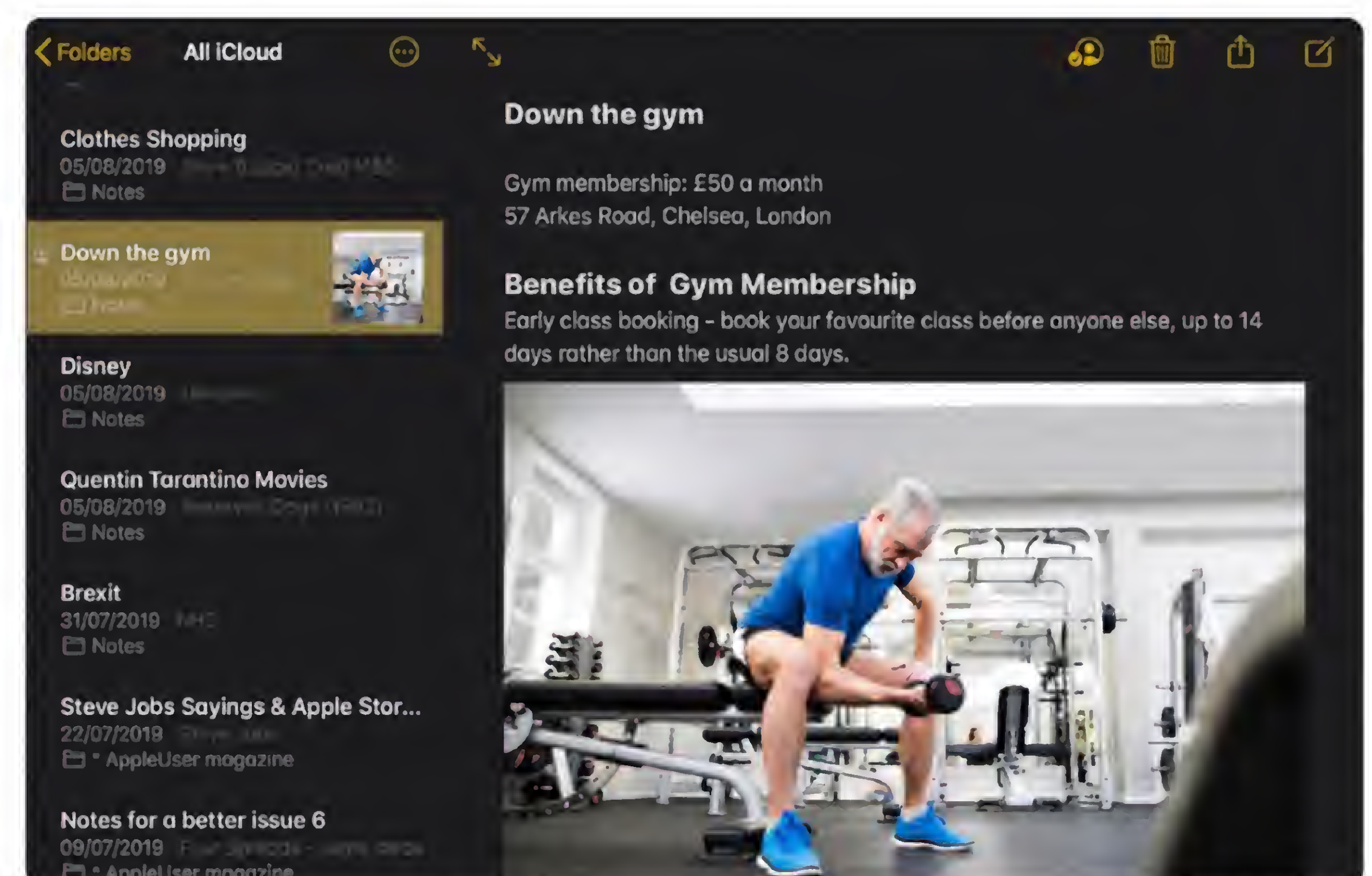


6 Tap Dark Appearance and again scroll the wheels up and down, this time to set a time when Dark Mode is activated. When you're done, tap the Back link, and the phone's Light and Dark Mode times are set.

Dark Mode in Action



1 With Dark Mode on, your wallpaper is swapped for a darker version. This only applies if you've chosen a wallpaper with a Dark Mode in System > Wallpaper, of course; they're the ones with the Circle icon in the bottom right.



2 In Dark Mode, white text on a black background is favoured, as we can see on this screen from the Notes app. This might make it easier to read in very bright light, and it's certainly a lot less taxing on the eyes after darkness falls and night draws in.



3 Apple's own built-in apps, and an increasing amount of third-party apps, use Dark Mode when it's activated on your iPad. Here we see the Maps app in Dark Mode, with the background black and the street names white.



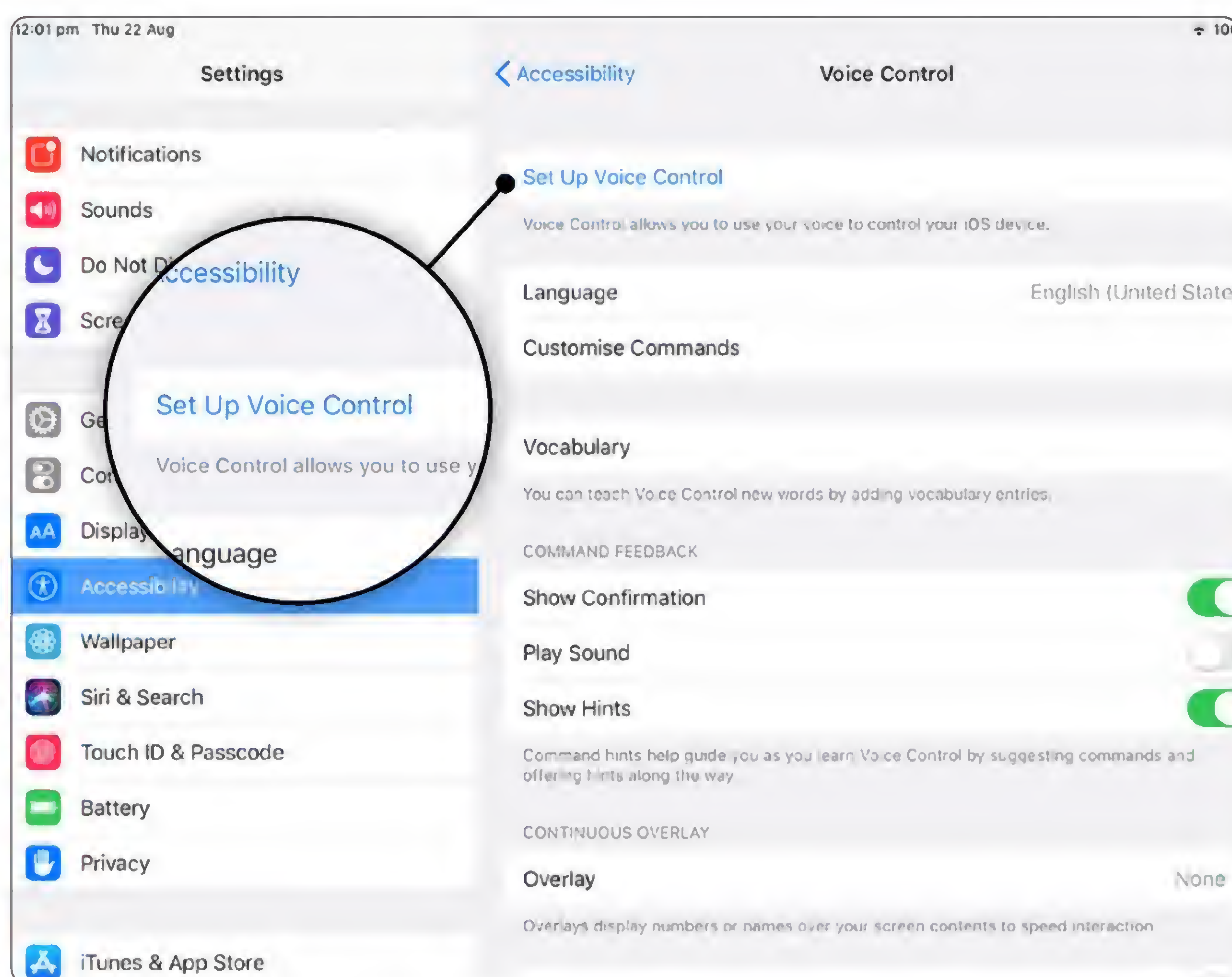
The Mac has had a Dark Mode feature since the introduction of macOS Mojave, released in the autumn of 2018, but it didn't appear on the iPhone and iPad until a year later. On the Mac, switch on Dark Mode in the General pane in System Preferences.



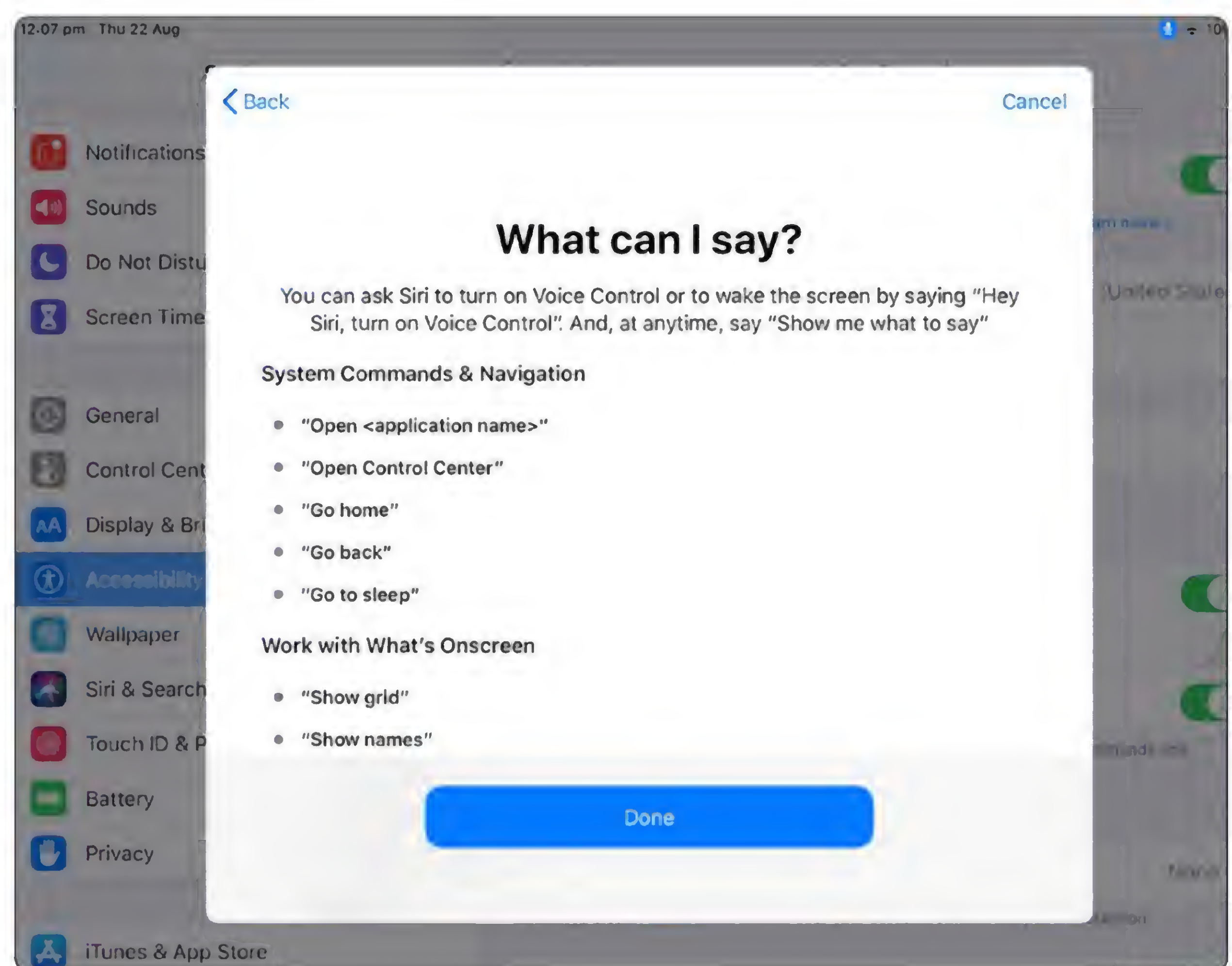
Voice Control

An Accessibility Feature

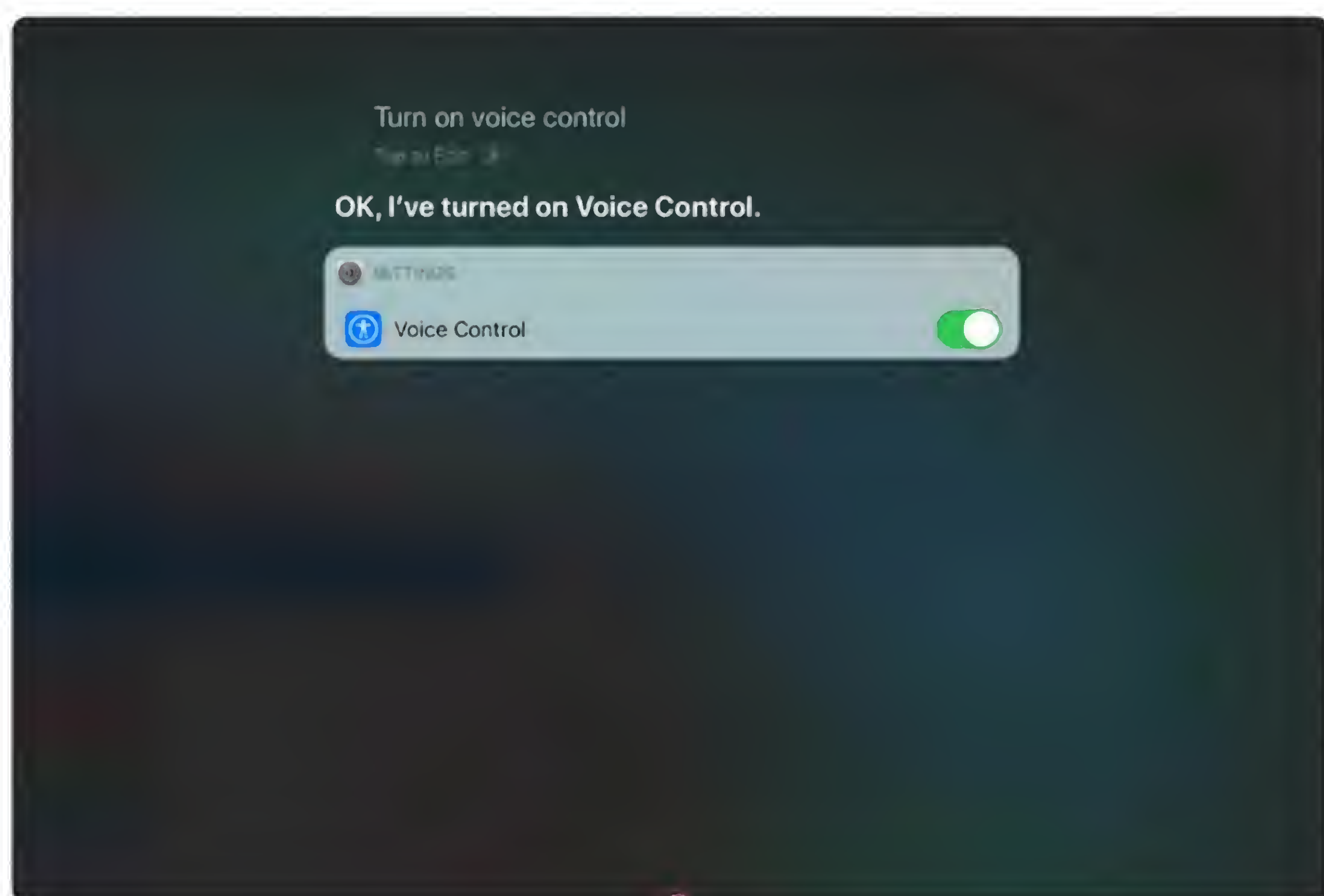
Apple has always been keen to make its products more accessible to those with disabilities. This laudable goal gets a boost in iPadOS, with an exciting new feature that lets you control Apple devices such as the iPad by speaking to it. It's amazing how much you can do with just your voice.



1 First of all, from the Home screen, go to Settings > Accessibility > Voice Control. There's a range of options on offer to configure the Voice Control feature, but first, we must set it up using the link at the top; tap it to continue.



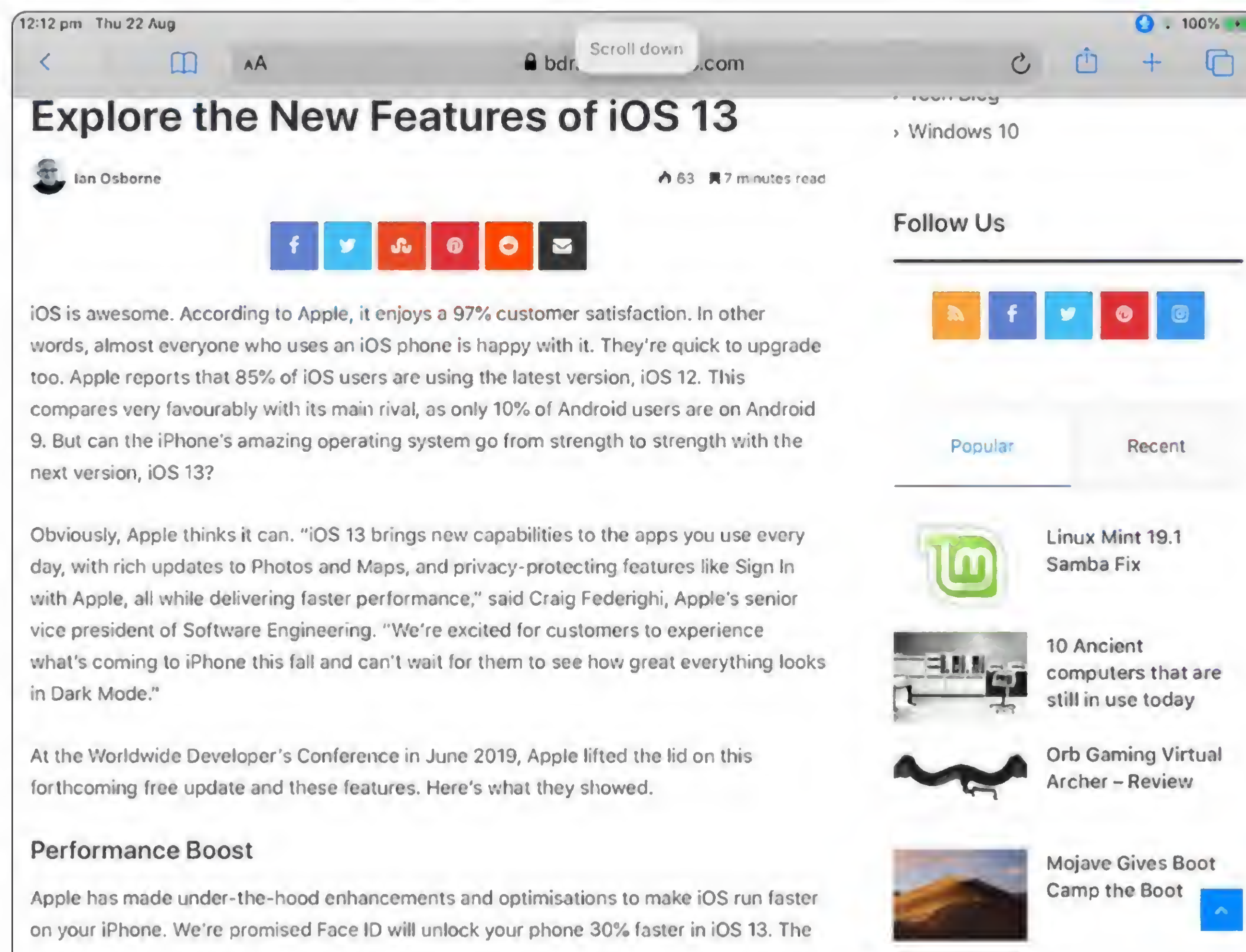
2 The iPad downloads the filters needed for Voice Control, and you're shown a list of commands you can use. It's worthwhile taking a moment to read through these commands, to familiarise yourself with what the feature does.



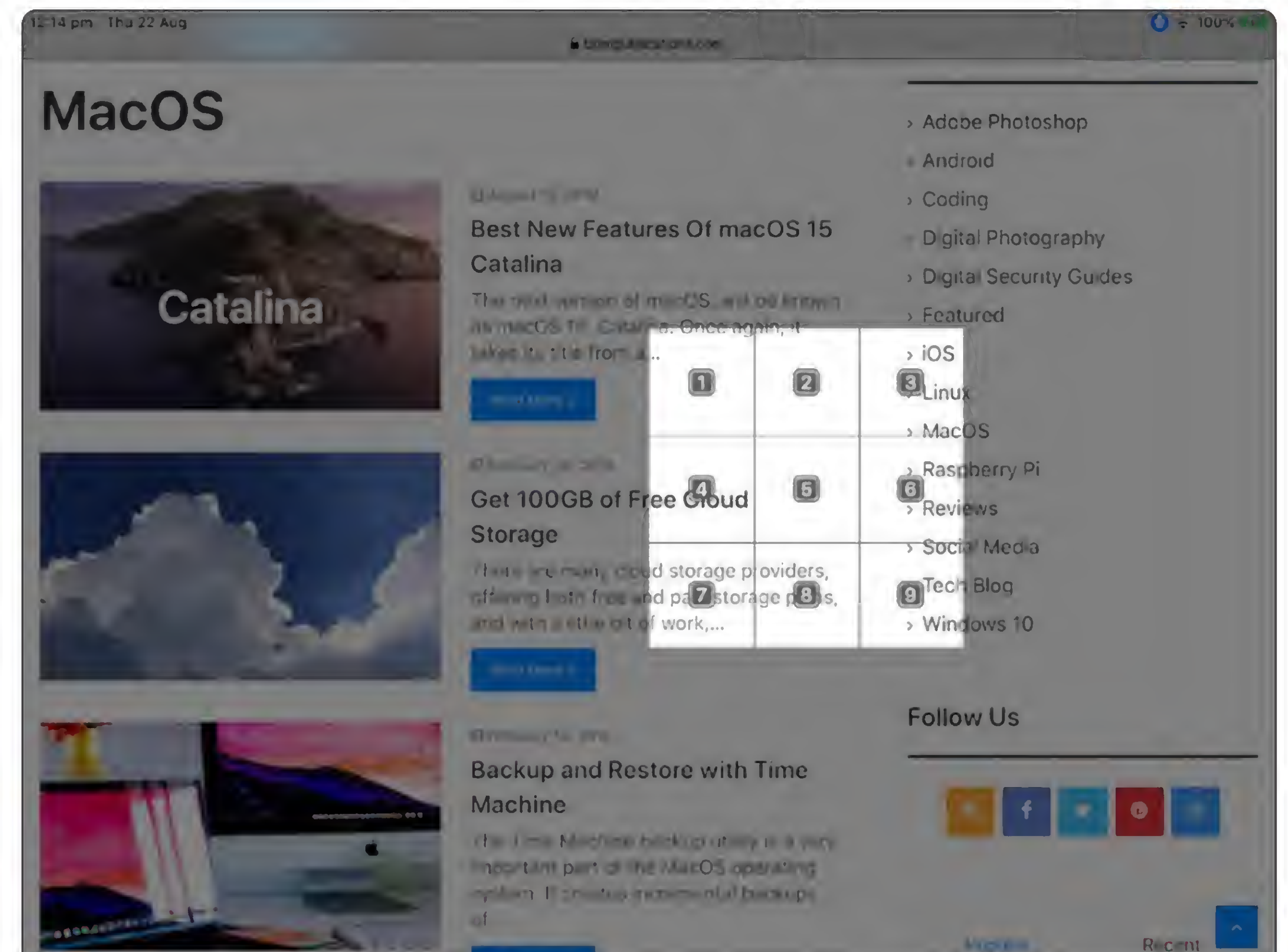
3 When it's done, Voice Control is switched on; look for the Blue icon in the top left corner. You can turn Voice Control on and off by saying 'Hey Siri, turn on/off Voice Control'. You can now begin using this accessibility feature.



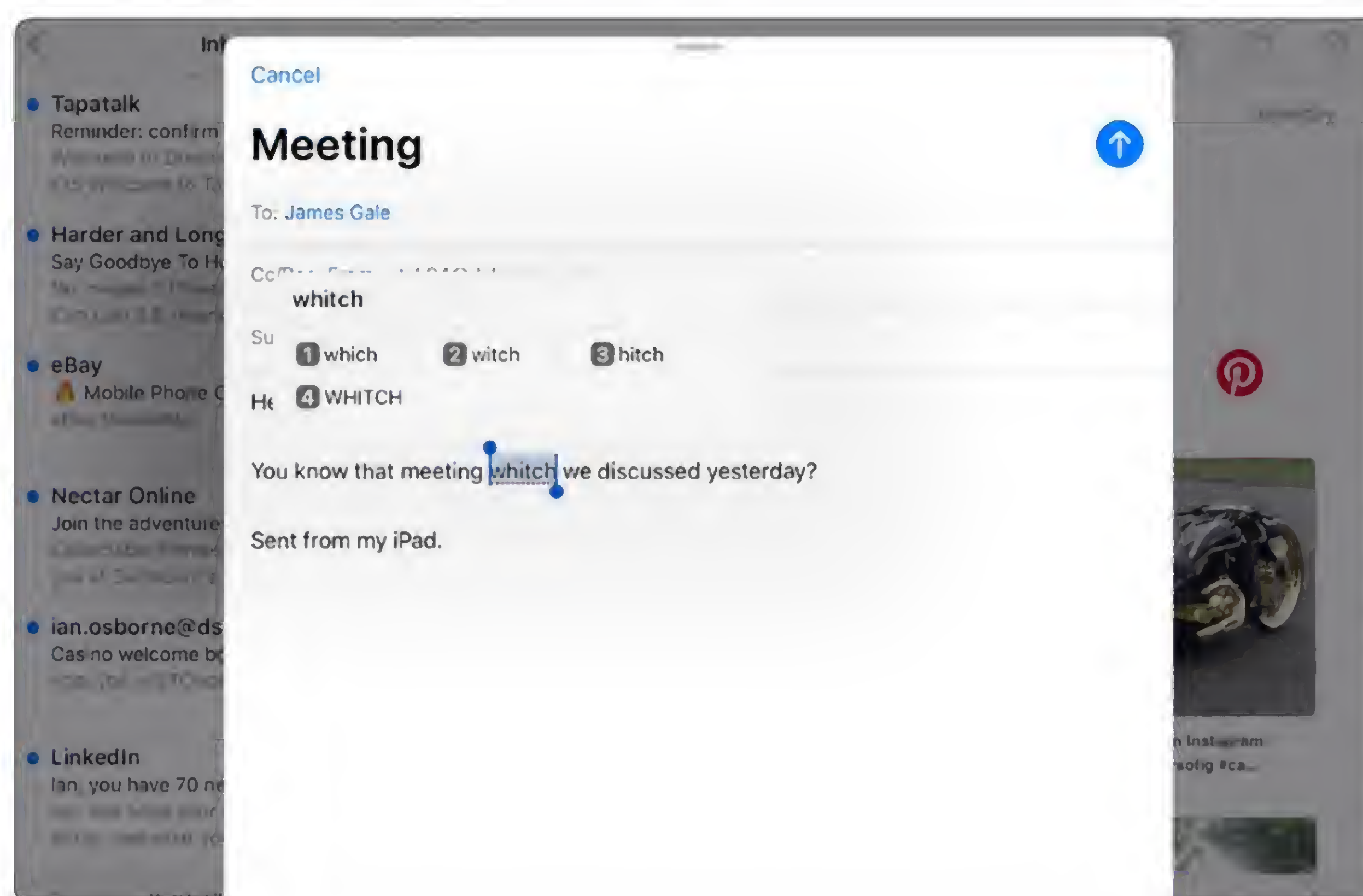
4 To open an application, say, "Open [name of app]". It then opens, just as it would if you tapped its icon on the Home screen. To return to the Home screen, say "Go Home". To return to the previous screen, say "Go Back".



5 Voice Control shows what you last said at the top of the screen for a few seconds. You can move up and down a screen by saying, “Scroll up/down”, and navigate your Safari browsing history with “Tap forward/back”.



6 Say “Show/hide grid” to make the grid appear and vanish, and then quote a number from the grid to overlay a smaller, more detailed grid there. When there's only one button or link in a square, say “Tap [number]” to tap it.



7 When dictating text, if you make a mistake, say “Correct [word/phrase]” and it's highlighted, with a list of corrections offered. Say the number of one of these suggestions to insert it. You can replace words with emojis this way too.



Voice Control is being released across Apple devices, with the feature being built into iOS 13, iPadOS and macOS Catalina. Apple has released a video of a wheelchair user making the most of his Mac using Voice Control. You can see it at <https://bit.ly/2GAq1IC>.

Voice Control Commands.

To open Voice Control, say, “Hey Siri, turn on Voice Control”, or open Siri with the buttons. If you get stuck, try, “Show me what to say”. It takes time to get familiar with using Voice Control, but with practice, it's immensely powerful.

System Commands & Navigation

- Open [application name]
- Open Control Centre
- Go home
- Go back
- Go to sleep

Working with the Touchscreen

- Show grid
- Show names
- Tap [number]
- Tap [item name]
- Long press [item name]
- Swipe left/right
- Swipe up/down

Dictation and Editing

- Select [phrase]
- Move up/down
- Move to end/beginning
- Delete that
- Correct [word/phrase]
- Uppercase that
- Copy that

Interact with Device

- Turn up volume
- Lock screen
- Take screenshot
- Turn on Smart Invert
- Colours





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First Steps with iPadOS.

So you've bought a new iPad. What now? In this section, we show you how to set up your new iPad out of the box and, if you've got it second hand, how to wipe it clean so you can start again. We also show you how to use the touchscreen, the keyboard, Face ID and Touch ID, set up an Apple ID, get online for web browsing and email, and more.

[Learn more >](#)

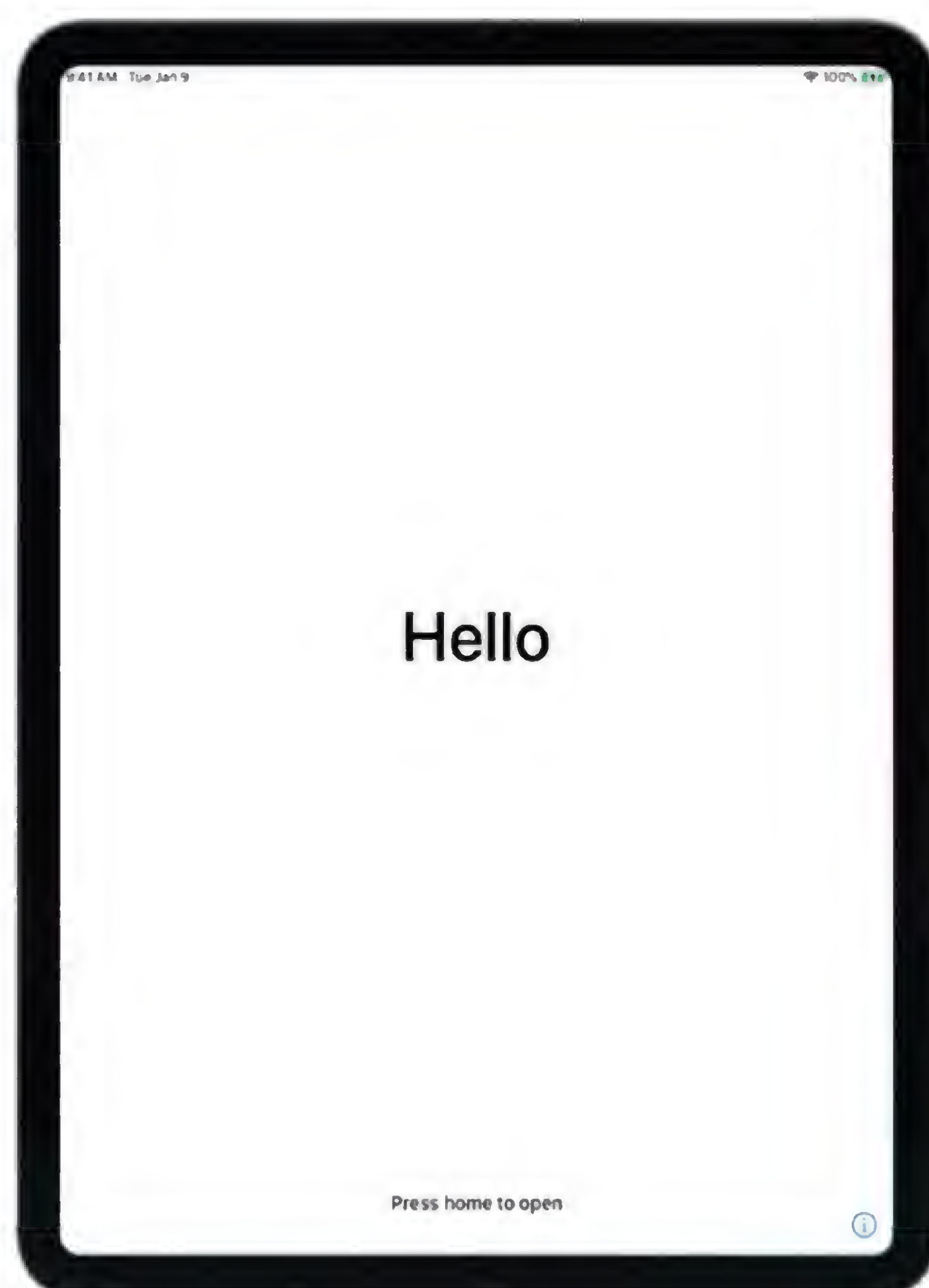


Set Up Your iPad For the First Time

All you need to set up your iPad out of the box is a Wi-Fi connection to the Internet. Follow this guide and the instructions shown on your iPad's screen, and you're soon up and running. First, press and hold the top button to switch it on, then follow these straightforward steps.

1 Power Up Your Device

When you first power up your new device you're greeted with this welcome screen. To move on, press the Home button, as instructed. You can toggle the iPad's VoiceOver function by triple clicking the Home button. The word 'Hello' in several different languages is displayed. Tap the 'i' icon in the bottom right for regulatory information.



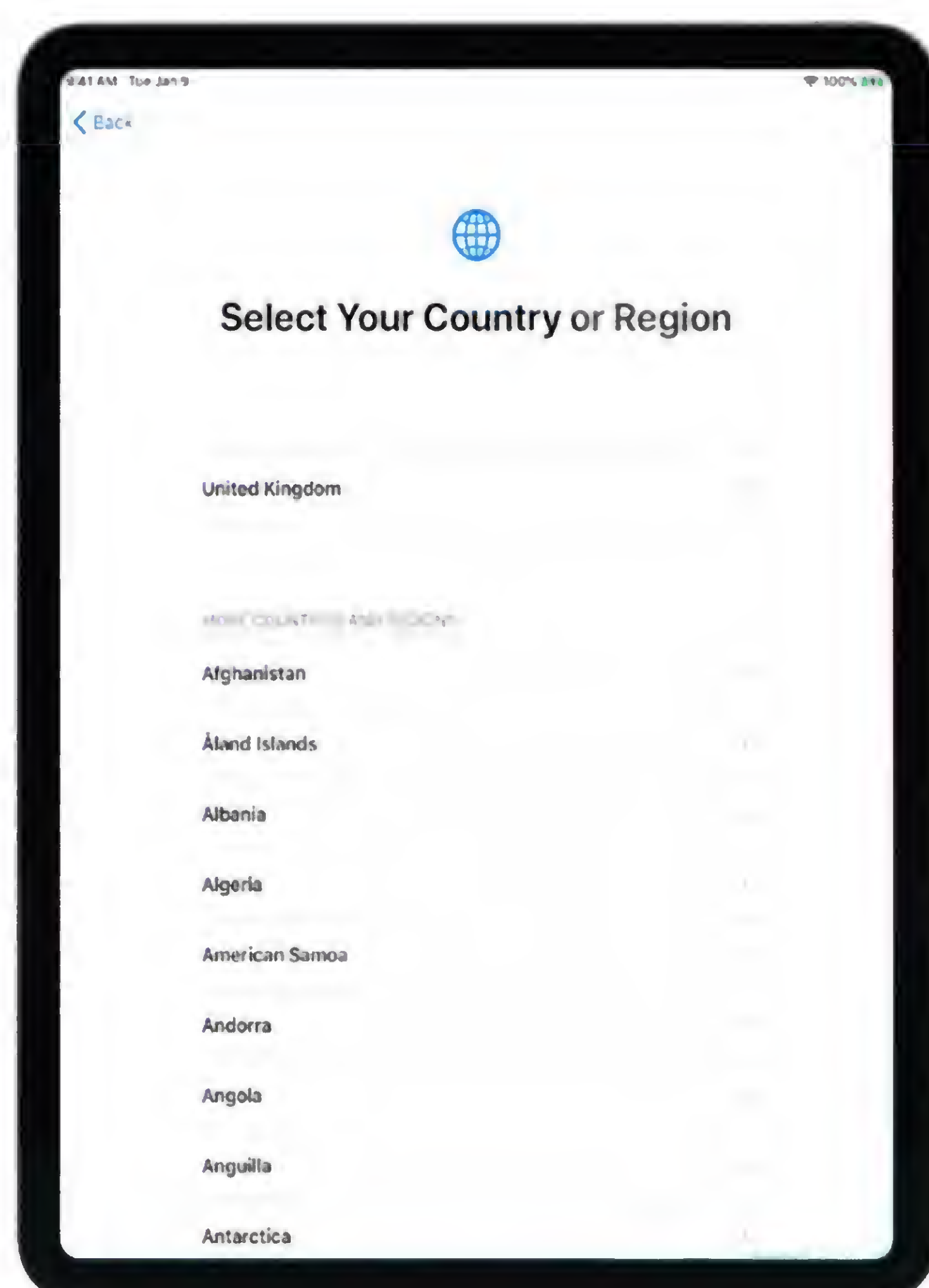
2 Choose Your Language

You're now asked to select your iPad's language, which is used to display all information and menus. Scroll up and down to find your choice and then tap it to select. The most commonly used languages are at the top of the list. The iPad supports over 30 languages, several with regional variations, such as UK, American or Australian English.



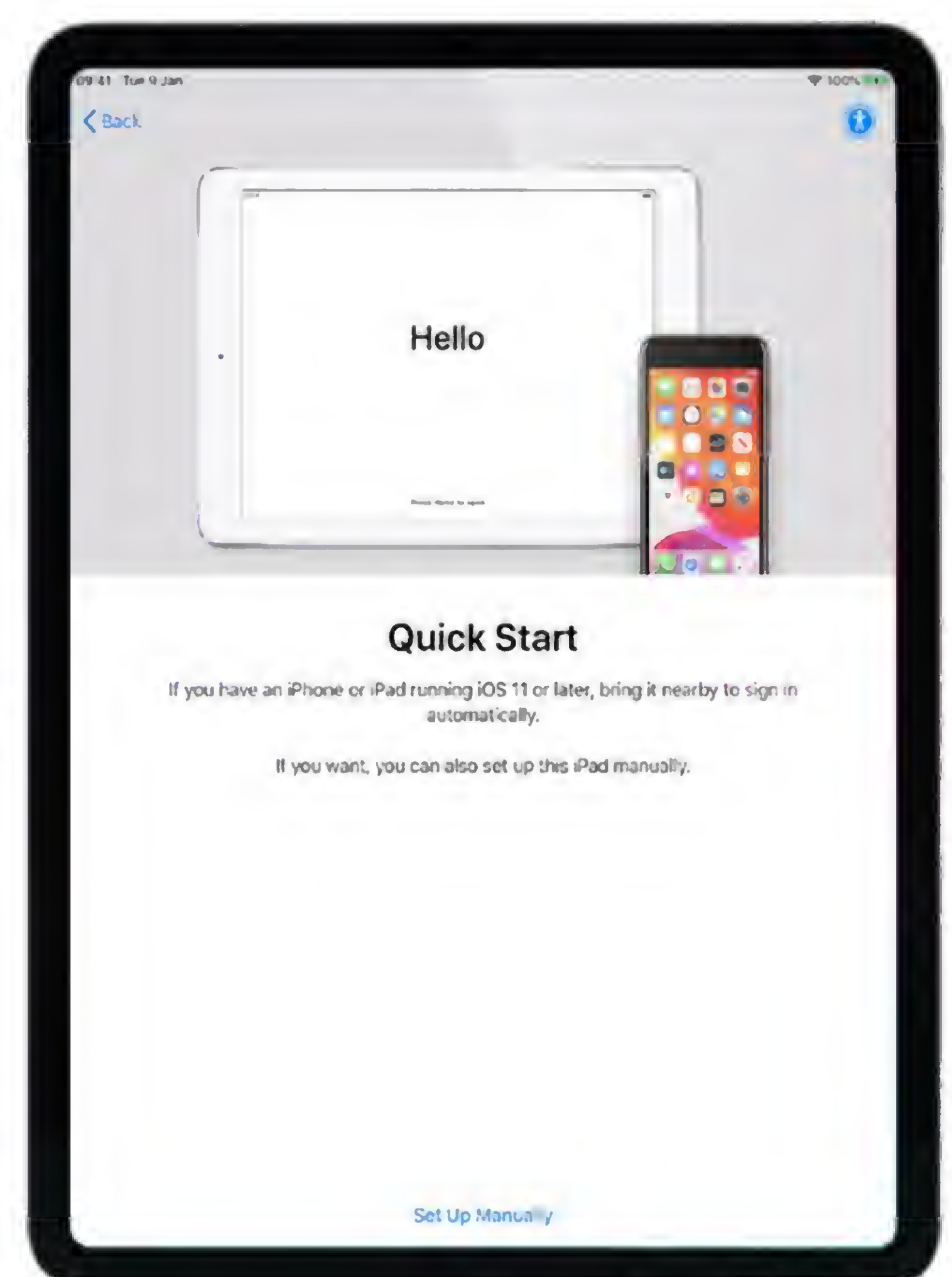
3 Choose Your Country

You're then asked to choose your country or region. The most likely country, based on your choice of language, is at the top of the list; as you can see here, we selected English, and the suggested country is the UK. You can scroll up and down the list and choose another if you so wish. Tap on your choice and you then move on to the next screen.



4 Using Quick Start

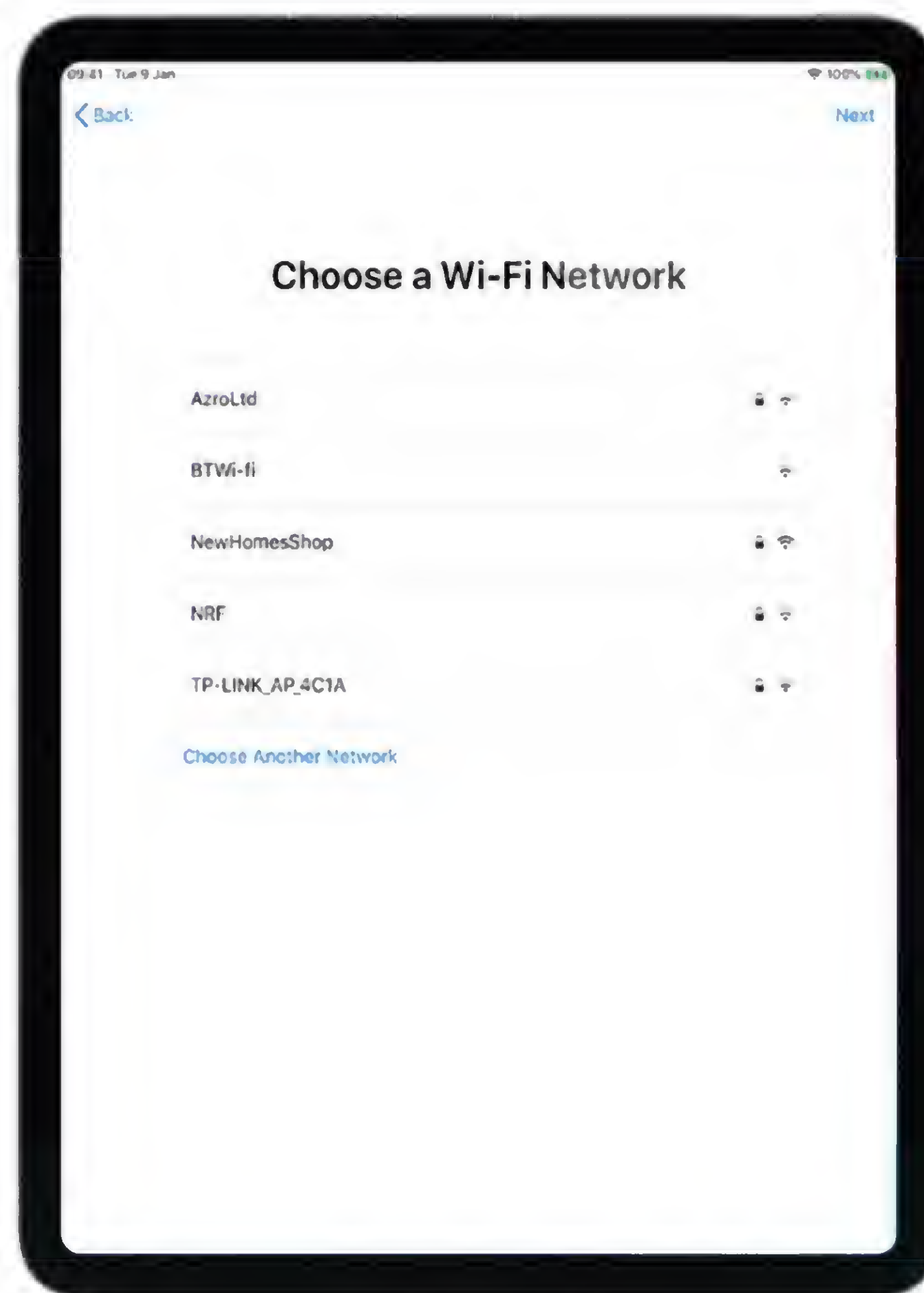
A new feature introduced to the iPad with iOS 11 is the Quick Start. If you already have an iPhone or iPad running iOS 11 or later, and signed in to the iCloud account you want to use with your iPad, you can just bring it close to your iPad and have the settings transfer automatically. If not, tap the Set Up Manually link, and continue with this tutorial.





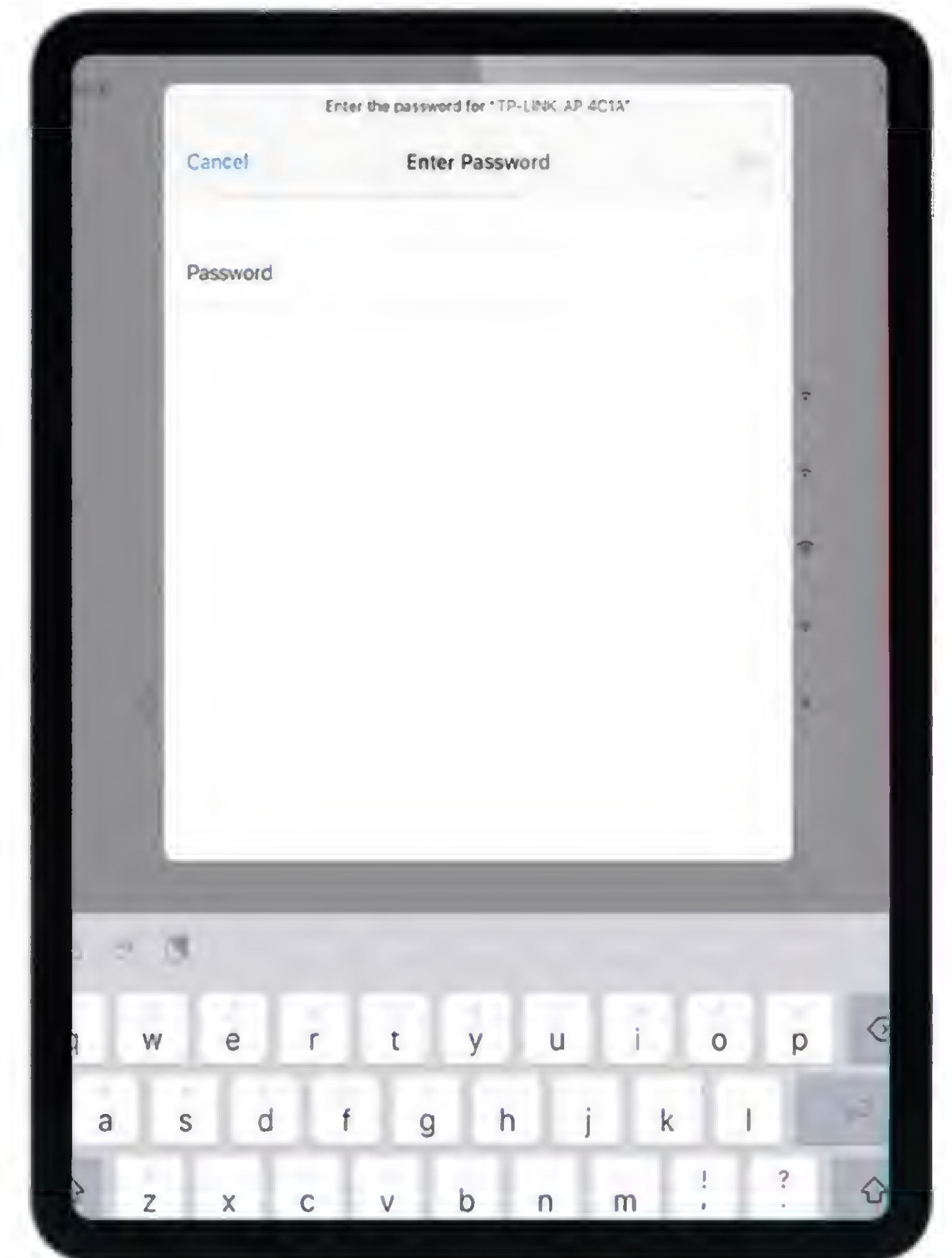
5 Choose Wi-Fi Network

On this screen you're shown a list of local Wi-Fi networks, and asked to sign in to your own. To do this you need to know your Wi-Fi network password, without which you cannot progress. Find your home Wi-Fi from the list offered, and tap on it to be taken to the password entry screen, which is where you log on and take your iPad onto your network.



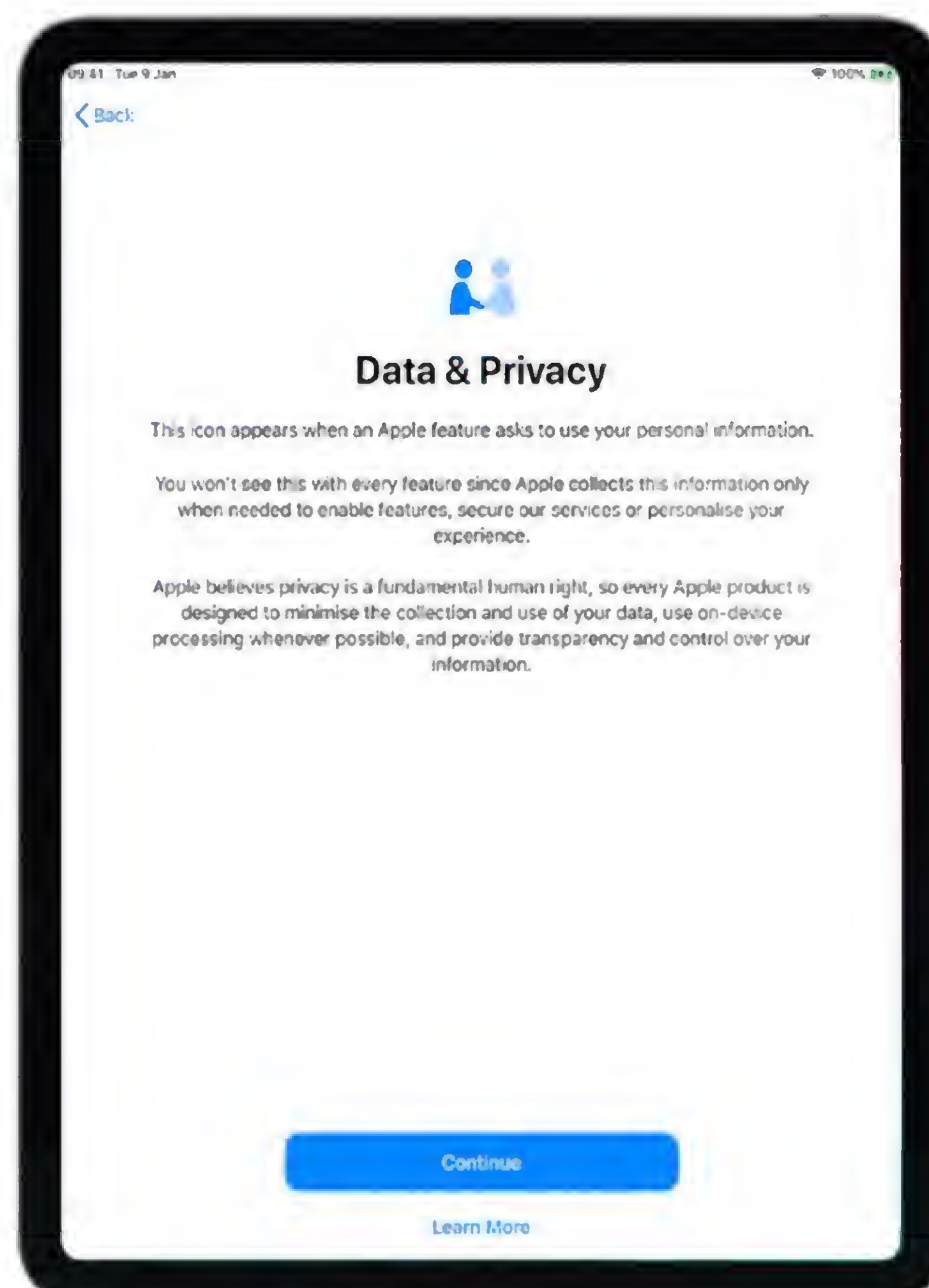
6 Enter Wi-Fi Password

Now enter your Wi-Fi password and then tap the Join option to link your iPad to your Wi-Fi network. When your iPad has connected to your network, tap the Next link in the top right corner. Your iPad automatically connects to your home network from now on; there's no need to select it and retype your password every time you want to use it.



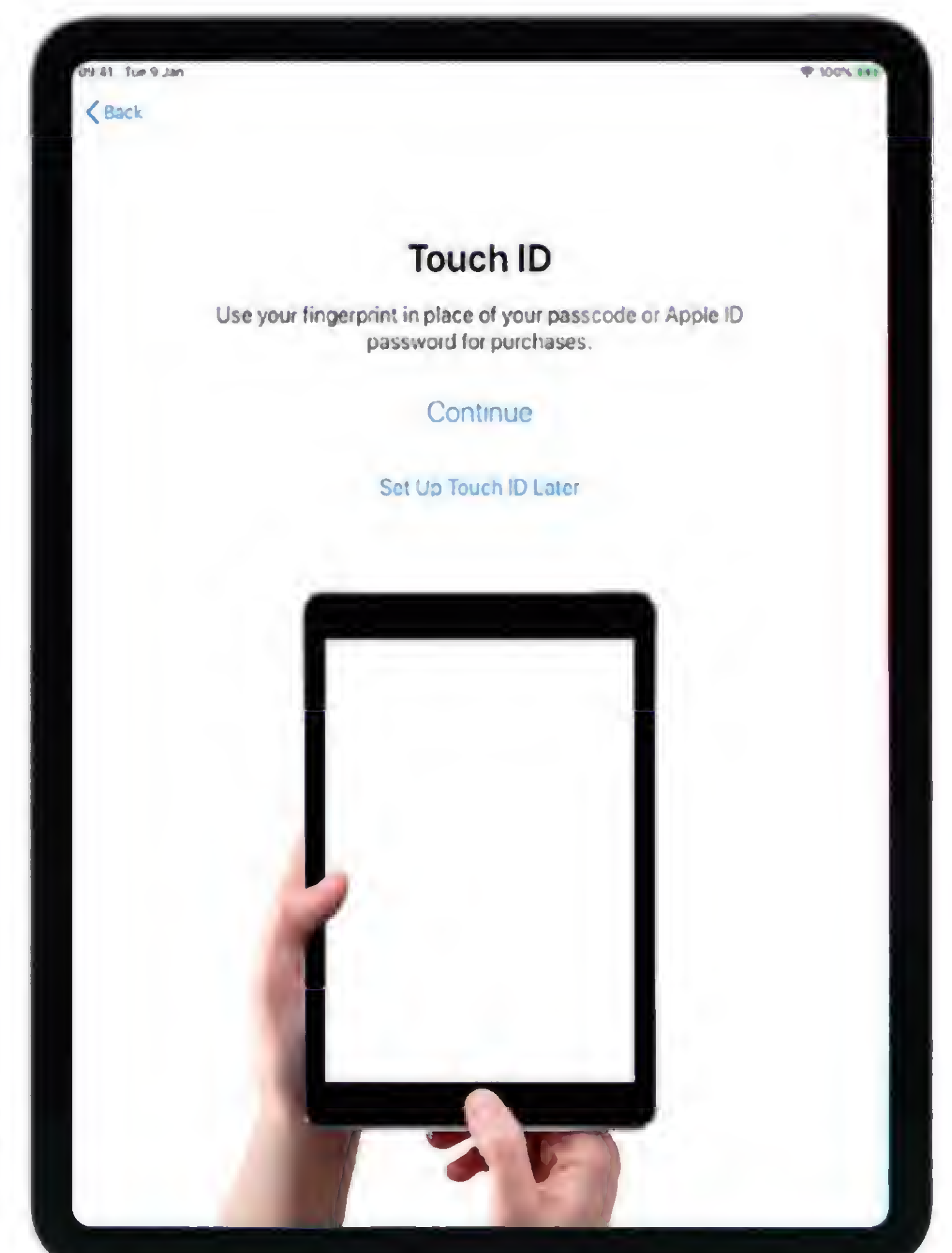
7 Data & Privacy

There follows a screen about privacy and data usage. Read through it; it's simple enough, and explains that when Apple needs to collect data, such as your location, the icon at the top of the page appears and the iPad asks permission. These requests are made for a variety of reasons; for example, the Maps app often needs your location. Tap Continue when finished.



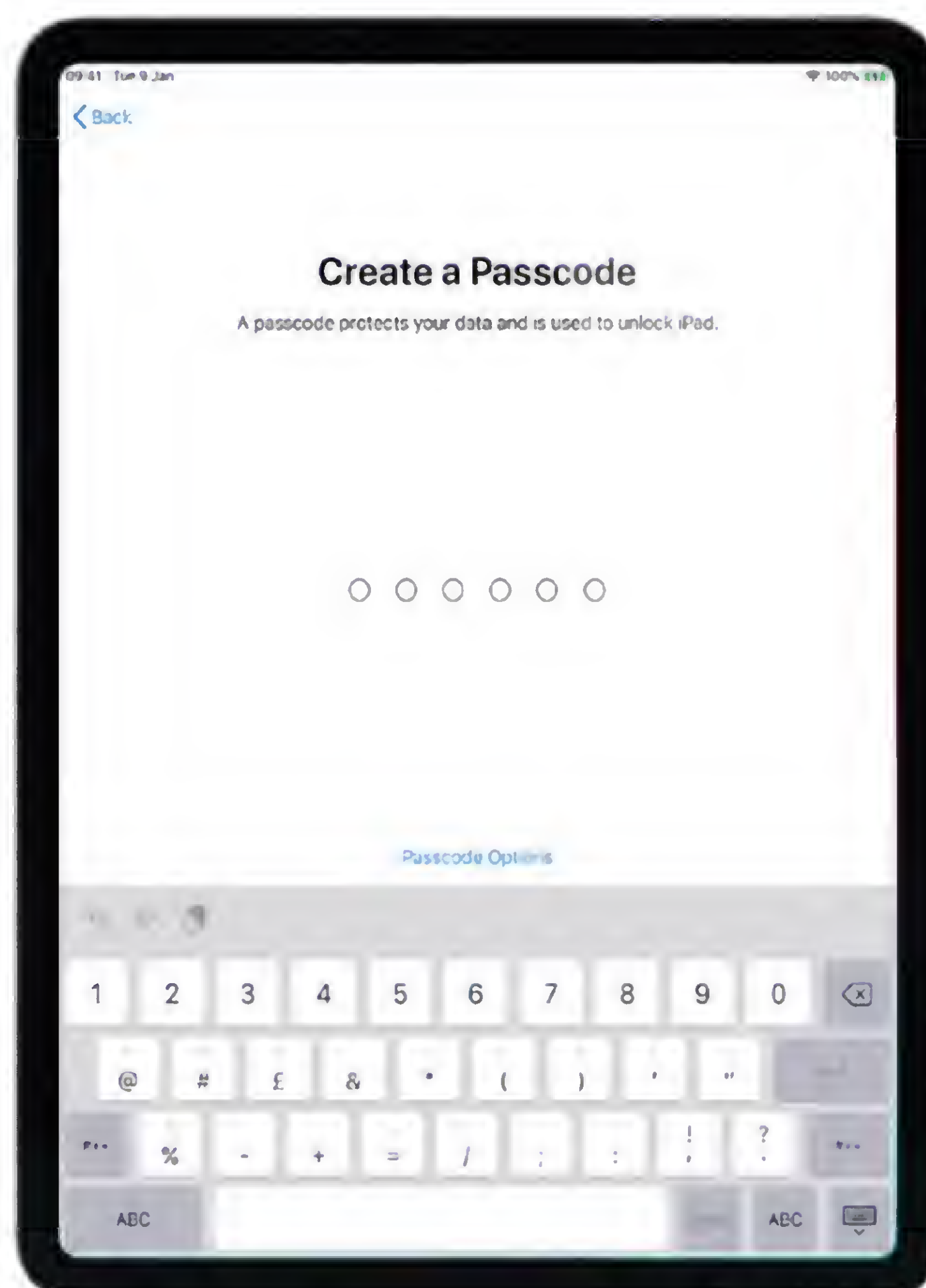
8 Touch ID or Face ID

There follows a screen offering information on Data & Privacy. Read it, then tap Continue to move on. If your iPad has a Home button and fingerprint sensor, you're invited to set up Touch ID. If it has a TrueDepth camera and no Home button, you need to set up Face ID. Either way, just follow the on-screen instructions. There's a full guide to both these features later in the book.



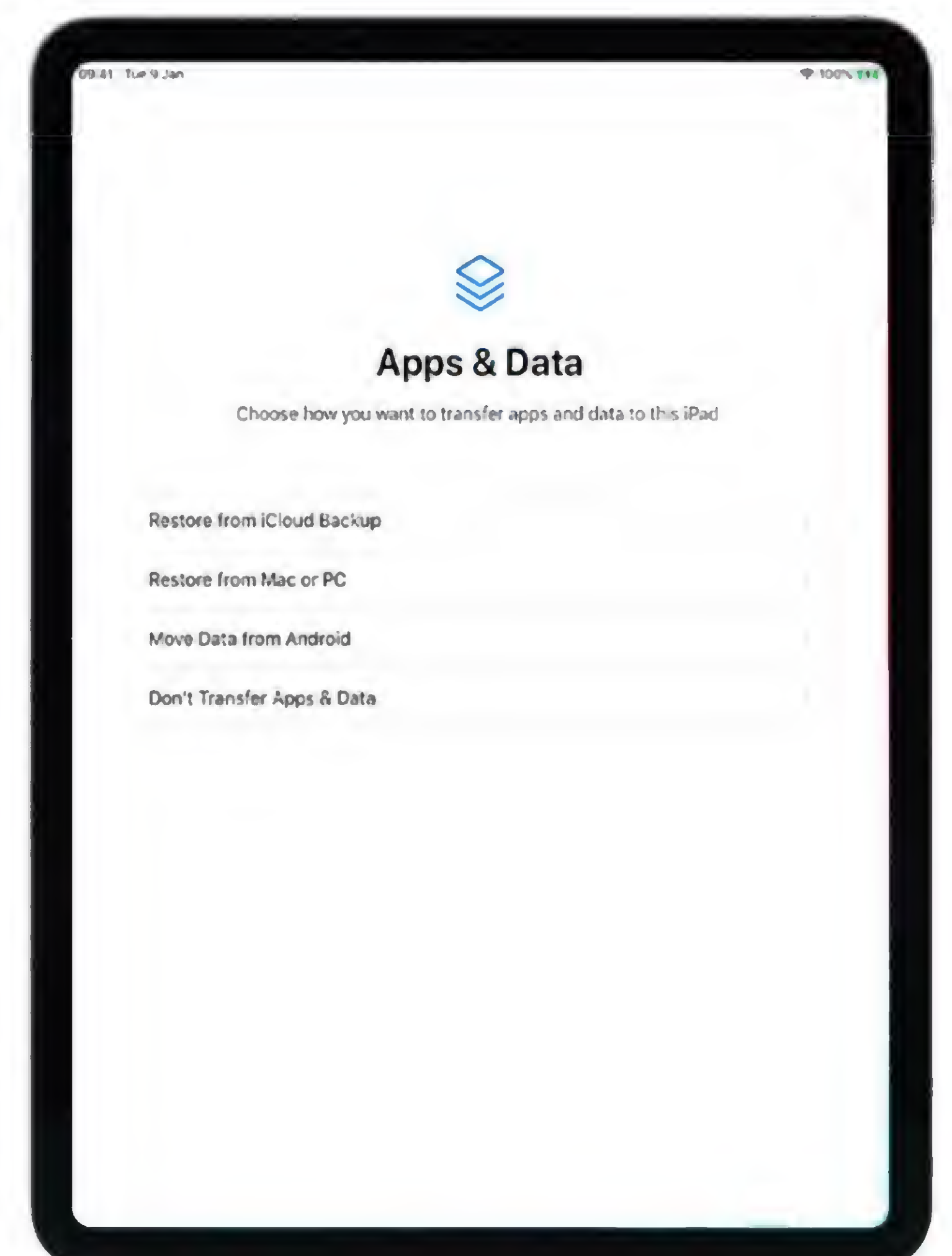
9 Set Up a Passcode

Next you're asked to Create a Passcode. You can tap Passcode Options if you'd rather use a longer code made of numbers (numeric) or both letters and numbers (alphanumeric). These can be up to 25 characters in length. You can choose between a four or six digit number too. You can also proceed without adding a code at all and add one later if you wish.



10 Restoring Apps & Data

You get four options. Use Restore from iCloud Backup, or Restore from iTunes Backup if you've backed up an iPad to iCloud or iTunes respectively. Set Up as New iPad lets you start from scratch. To Move Data from Android you need to download the Move to iOS app on your Android tablet. This tutorial assumes you set up your device as a new iPad.





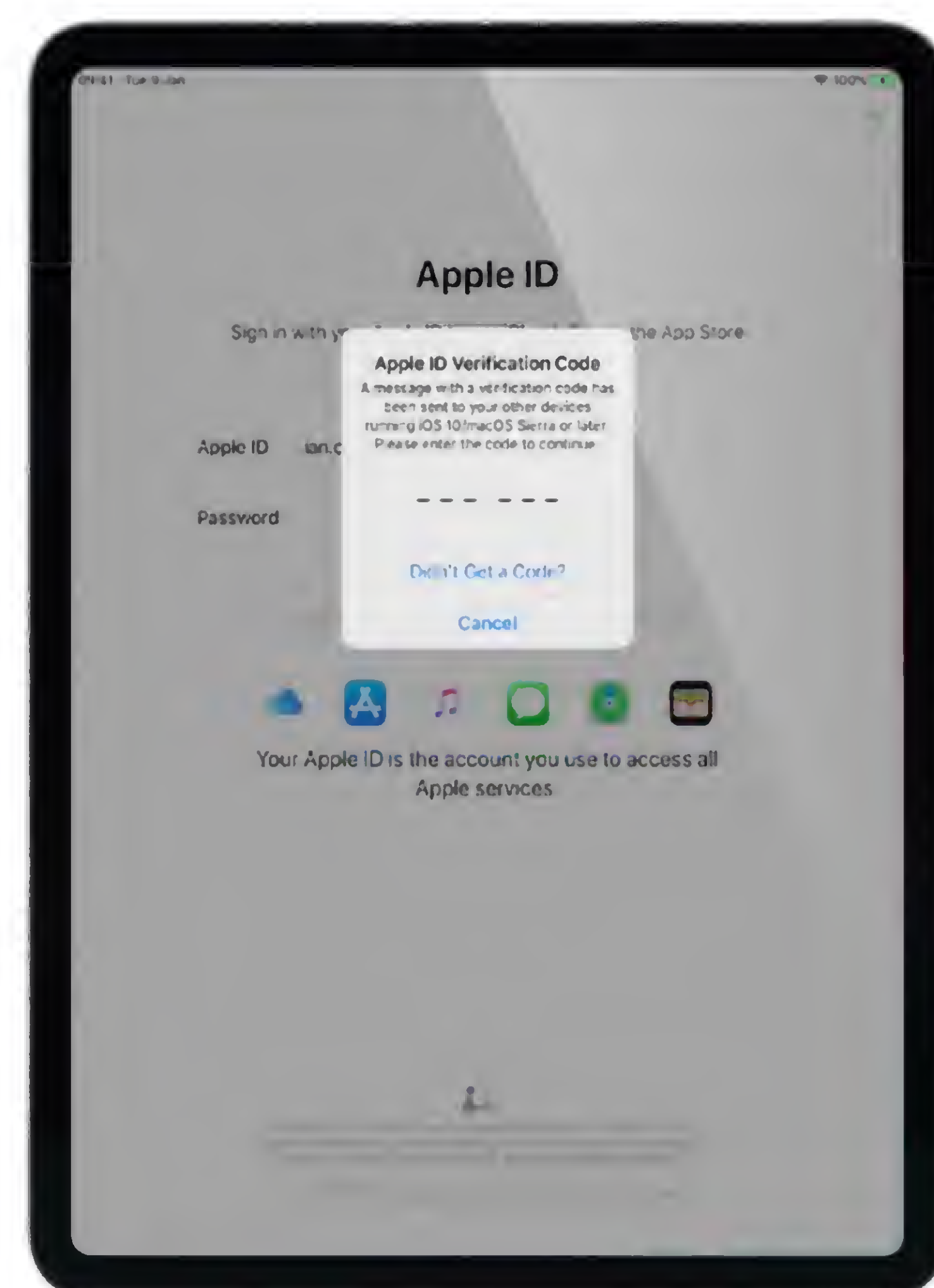
11 Using Your Apple ID

If you already have an Apple ID, sign in with it now; just enter your user name and password in the fields provided. If not, tap Create an Apple ID and follow the on-screen instructions to set one up now. An Apple ID lets you buy from the App Store and iTunes, and also gives you a handy iCloud email address, so it's essential you register for one. It's also free.



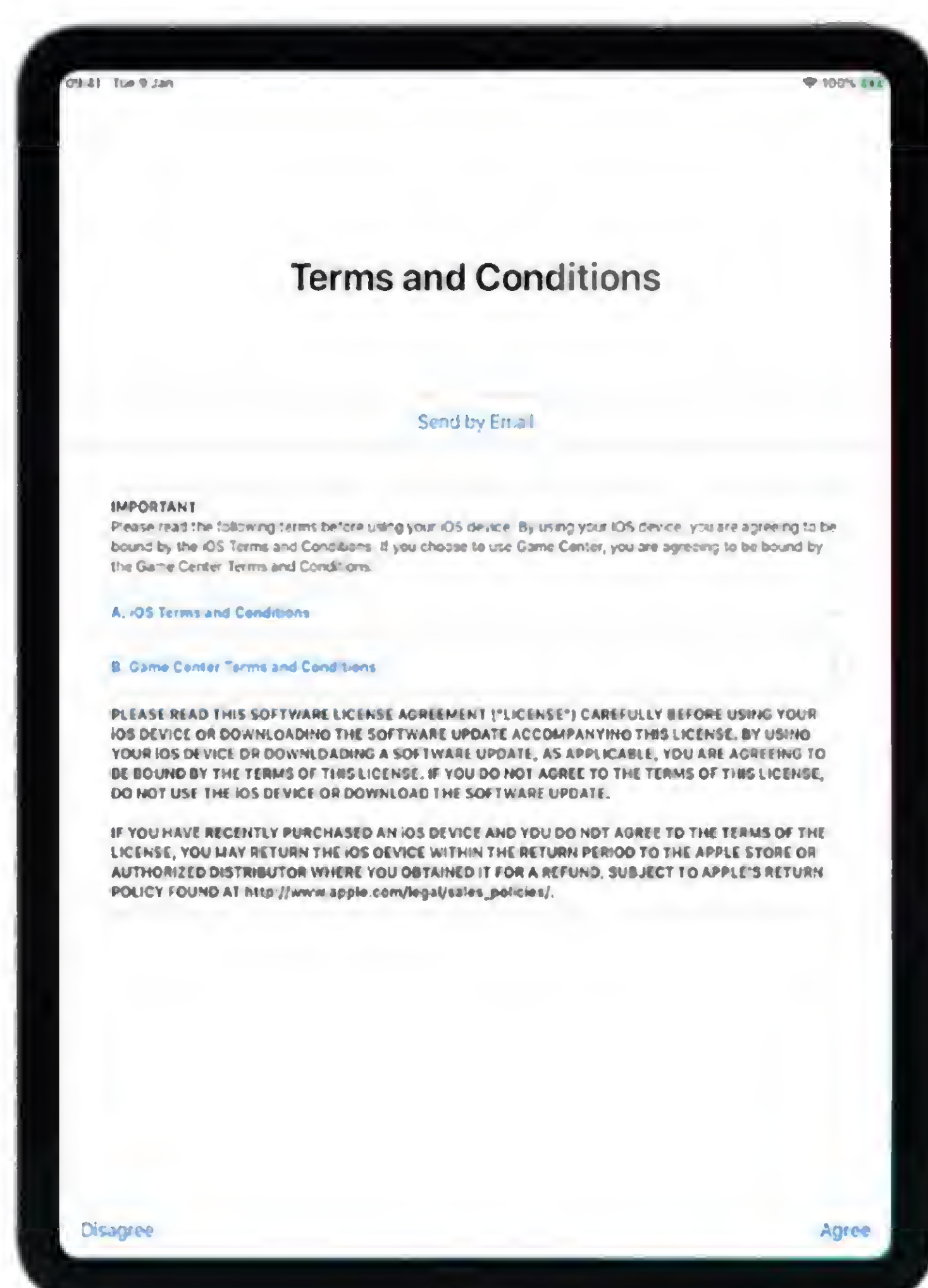
12 Verification Code

Next you must enter a verification code, sent to you by Apple. If you already use Apple devices, this code is sent to one of them. If you're starting with a new Apple ID, you can have it sent to your mobile, or given to you in a phone call. If you didn't get a code, tap the link and have it delivered another way. Type the six figure number to continue.



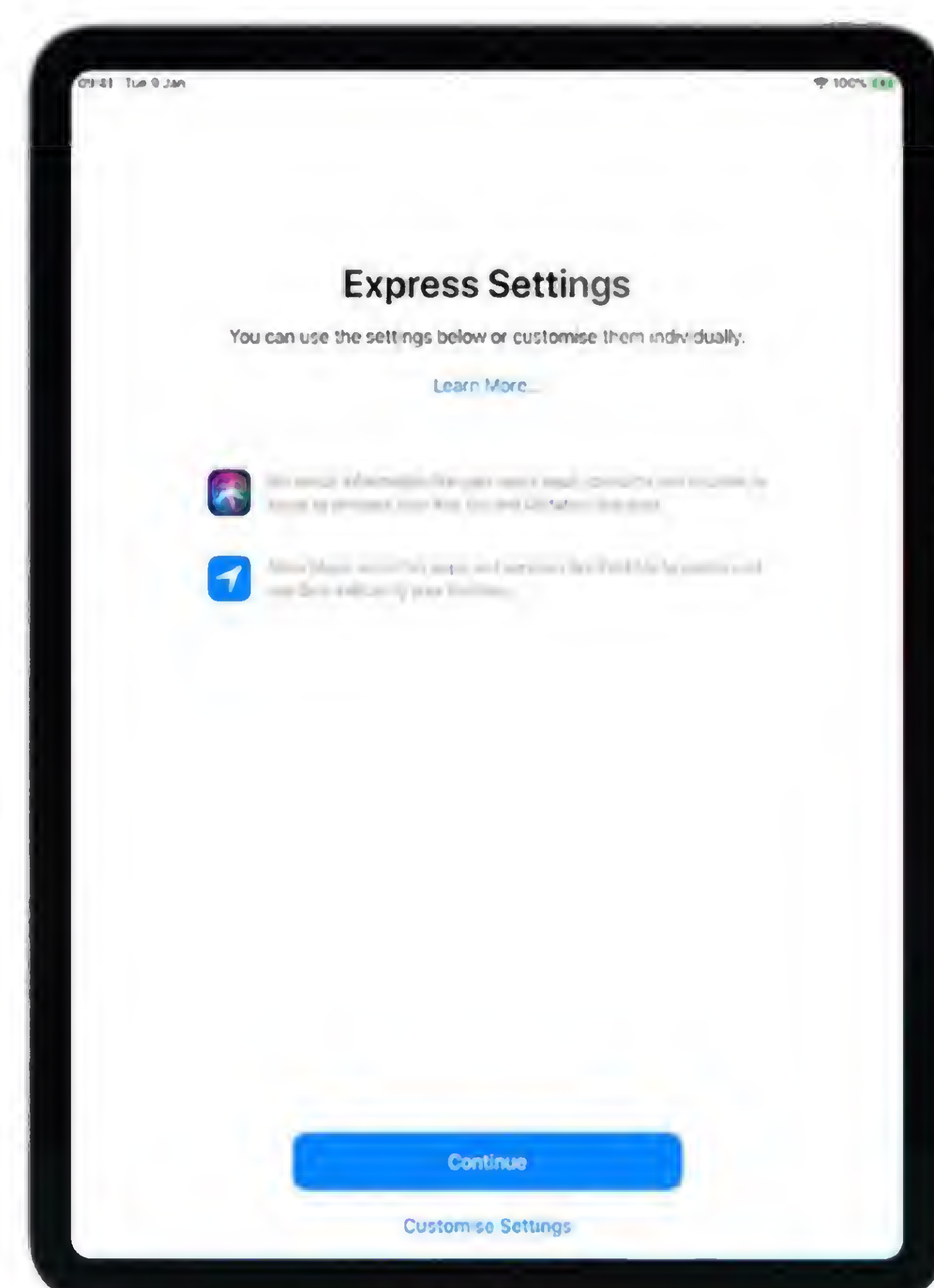
13 Terms and Conditions

Before you can complete the setup process and ultimately use your iPad you need to read and then agree to Apple's Terms and Conditions. It's not the most exciting of documents, but you need to tap Agree to continue. You can have the document emailed to yourself if you want, but this isn't essential; you can read it on the screen now if you prefer.



14 Express Settings

After a short wait, you're taken to the Express Settings screen, as shown here. We recommend you tap Continue to turn on the Siri digital assistant and allow specific apps such as Maps to access your current location. You can always change your settings in the Settings app later. Alternatively, tap Customise Settings and set them up separately.



15 Auto Update

Next you're asked whether you want to keep your iPad up to date by installing updates automatically, or if you prefer to do so manually. The choice is entirely yours but if you want to update automatically, tap the big blue button marked Continue. To update manually, tap the link underneath the button. Either way, you're taken to the next screen.



16 Apple Pay

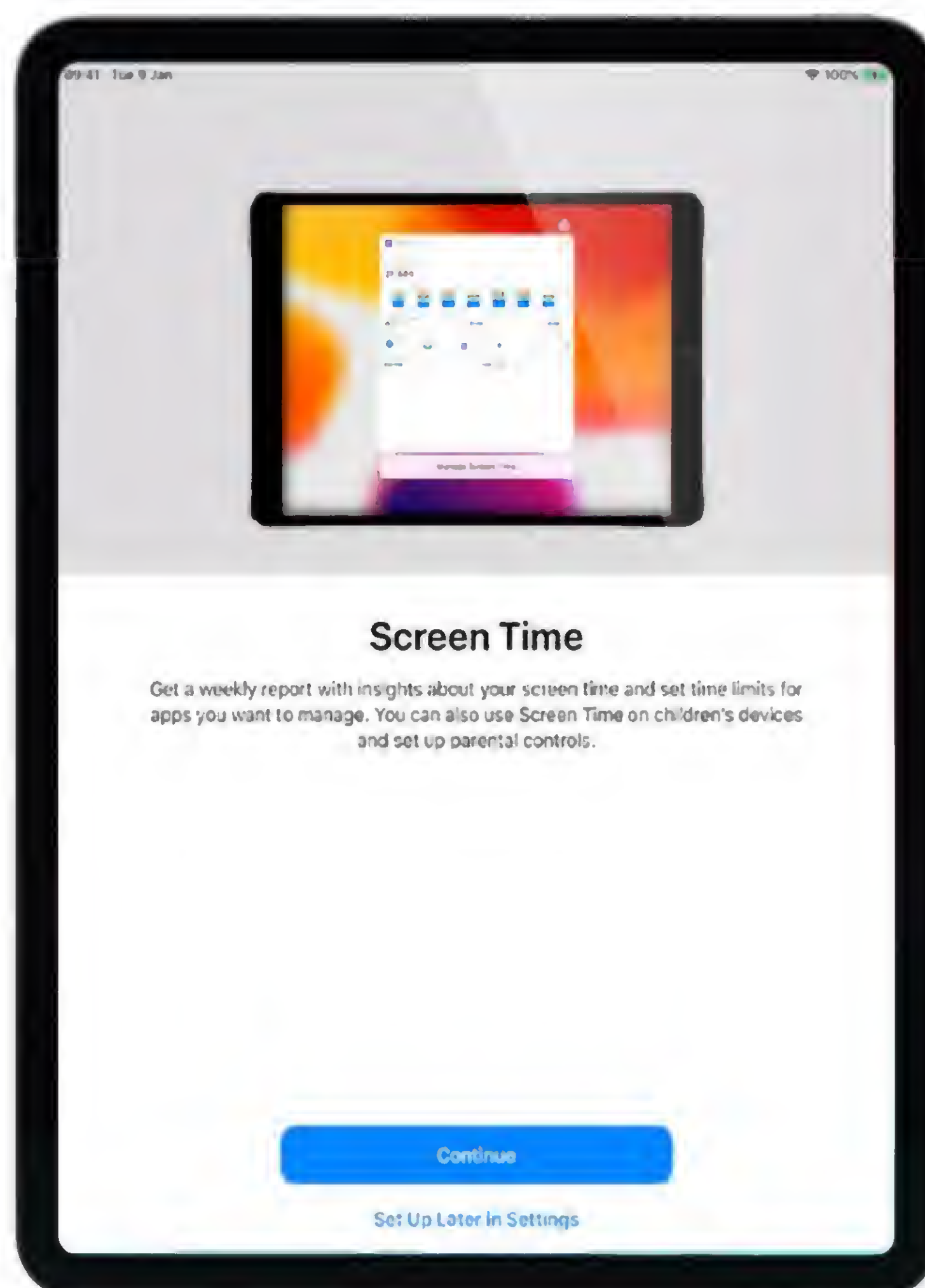
Another feature to set up now or skip and do later is Apple Pay. Setting up Apple Pay involves adding credit or debit cards, so you can use them to pay for goods and services directly from your iPad. To set it up now, tap Continue and follow the on-screen instructions to set up your Apple Pay, or you can set up the service in the Settings app later.





17 Screen Time

You can now set up the Screen Time feature, which was new with iOS 12. Screen Time shows you how much time you've spent on your iPad, broken down by app, across the last day or seven days. You can also add parental controls and block in-app purchases. We cover Screen Time in depth later in this book. You can set it up now or in Settings later.



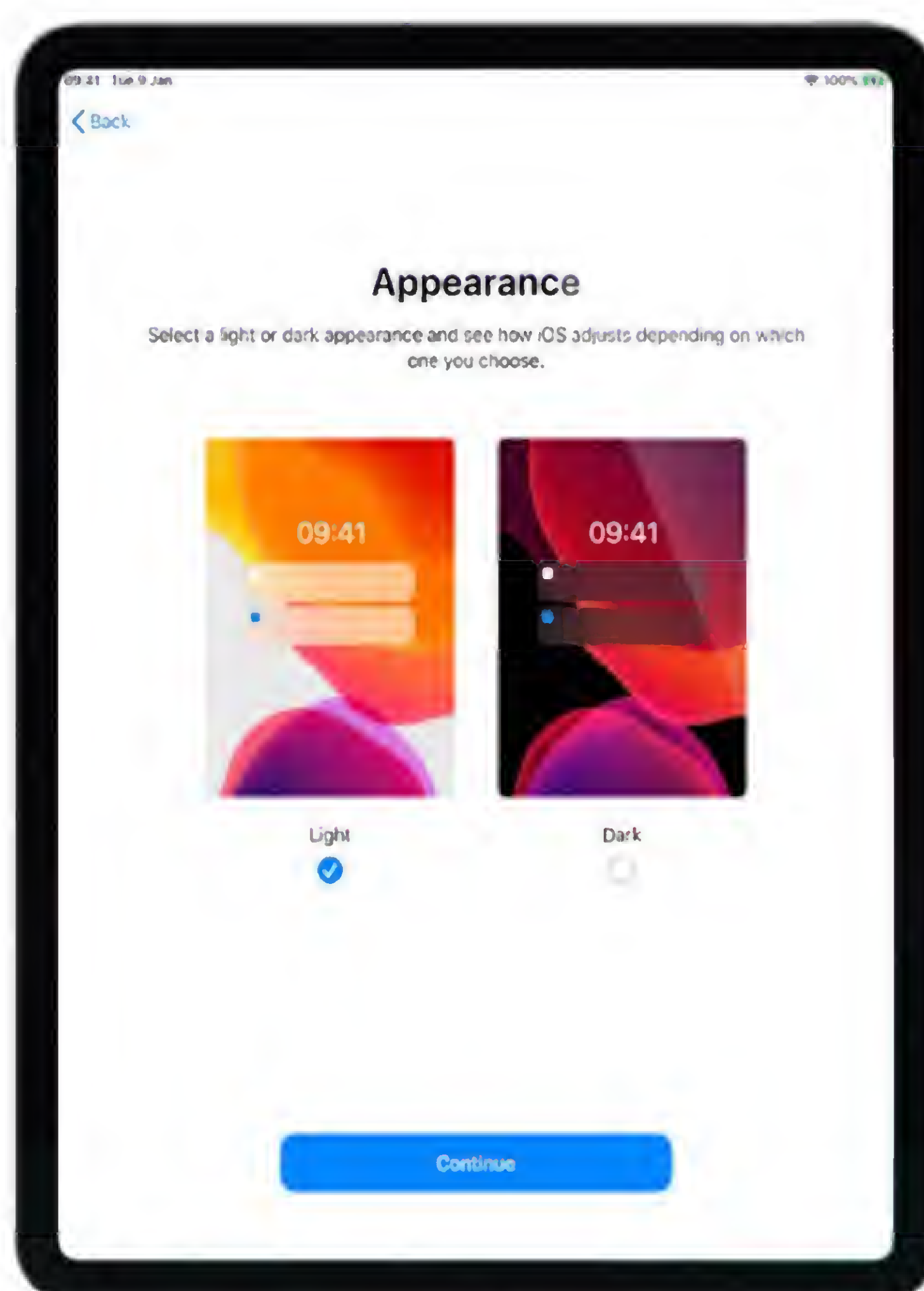
18 iPad & App Analytics

The iPad and App Analytics screens are straightforward. They ask if you want to share diagnostic information first with Apple and then with third-party app developers. You can change your decisions later, in the Settings app. Go to Privacy > Analytics and customise what you want to share. For now, tap the button or the link to continue.



19 Light or Dark Mode

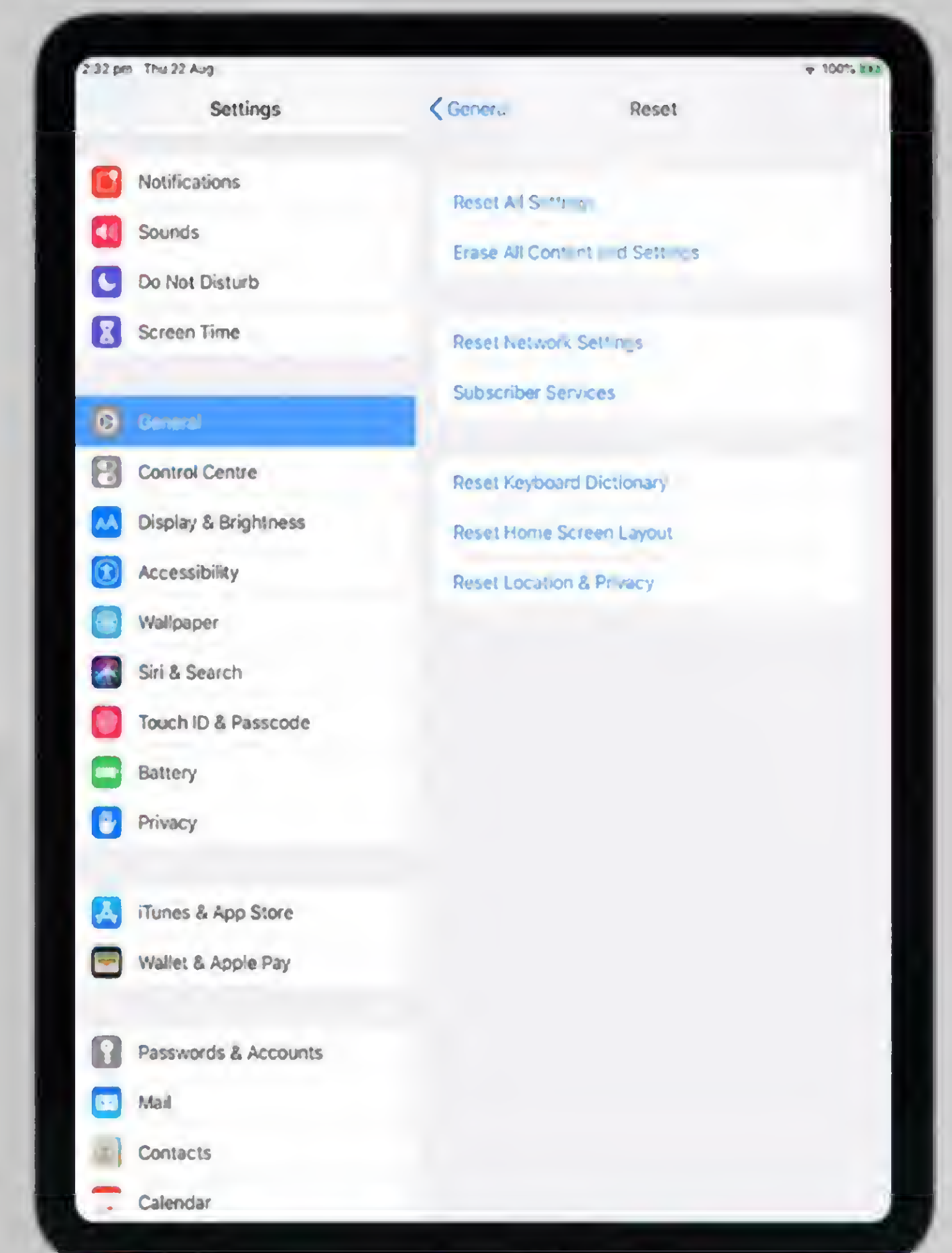
This is new in iPadOS. Choose whether you set your iPad to appear in Light or Dark Mode by default. Whichever you decide, you can change it later in the Settings app. There then follows a series of 'tips' screens; read and tap Continue on each. You then see a screen saying 'Welcome to iPad'. Tap Get Started, at the foot of the screen, and you're done.



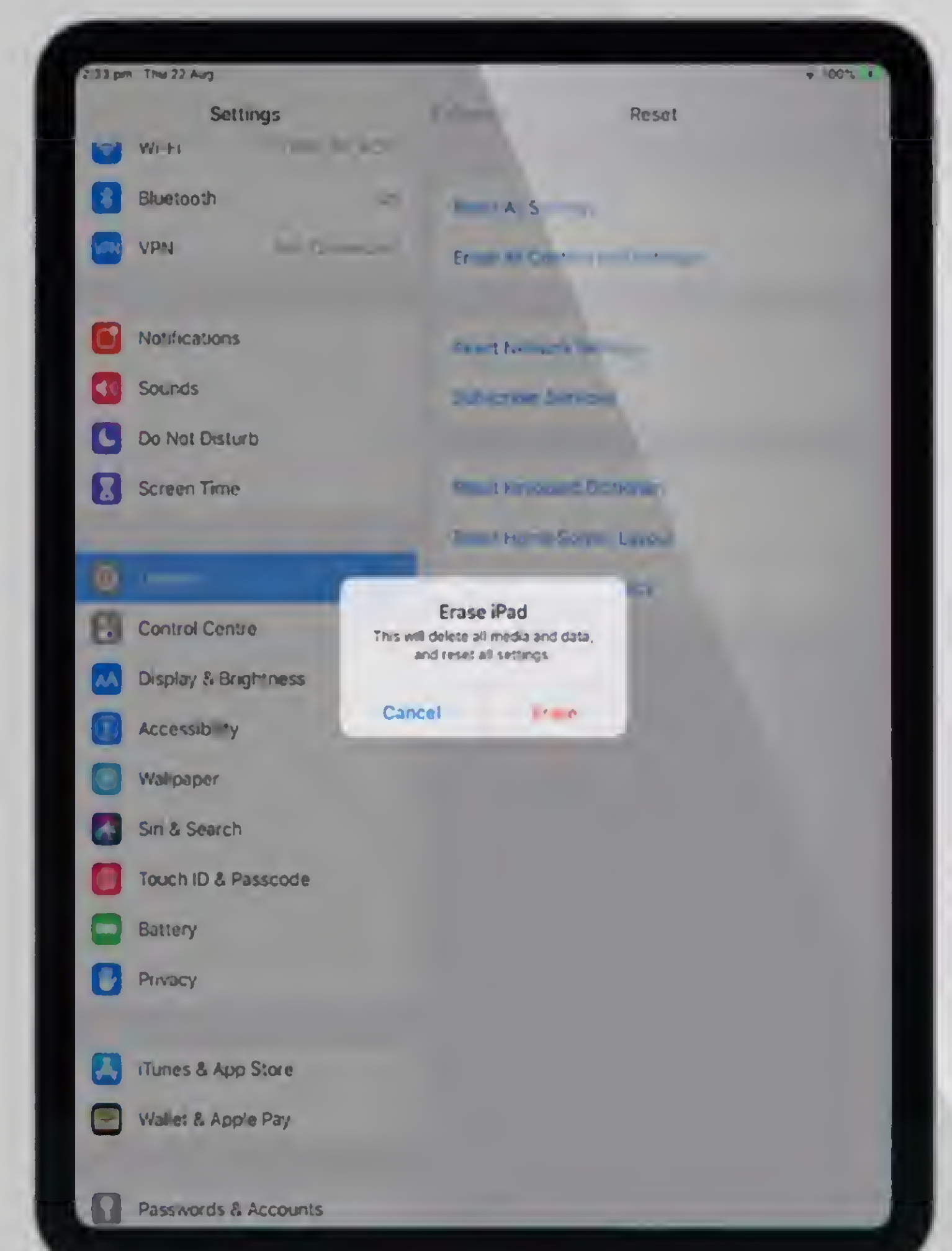
Reset to Factory Settings.

If your iPad came second-hand, you might need to wipe it clean before setting it up again. Here's how it's done.

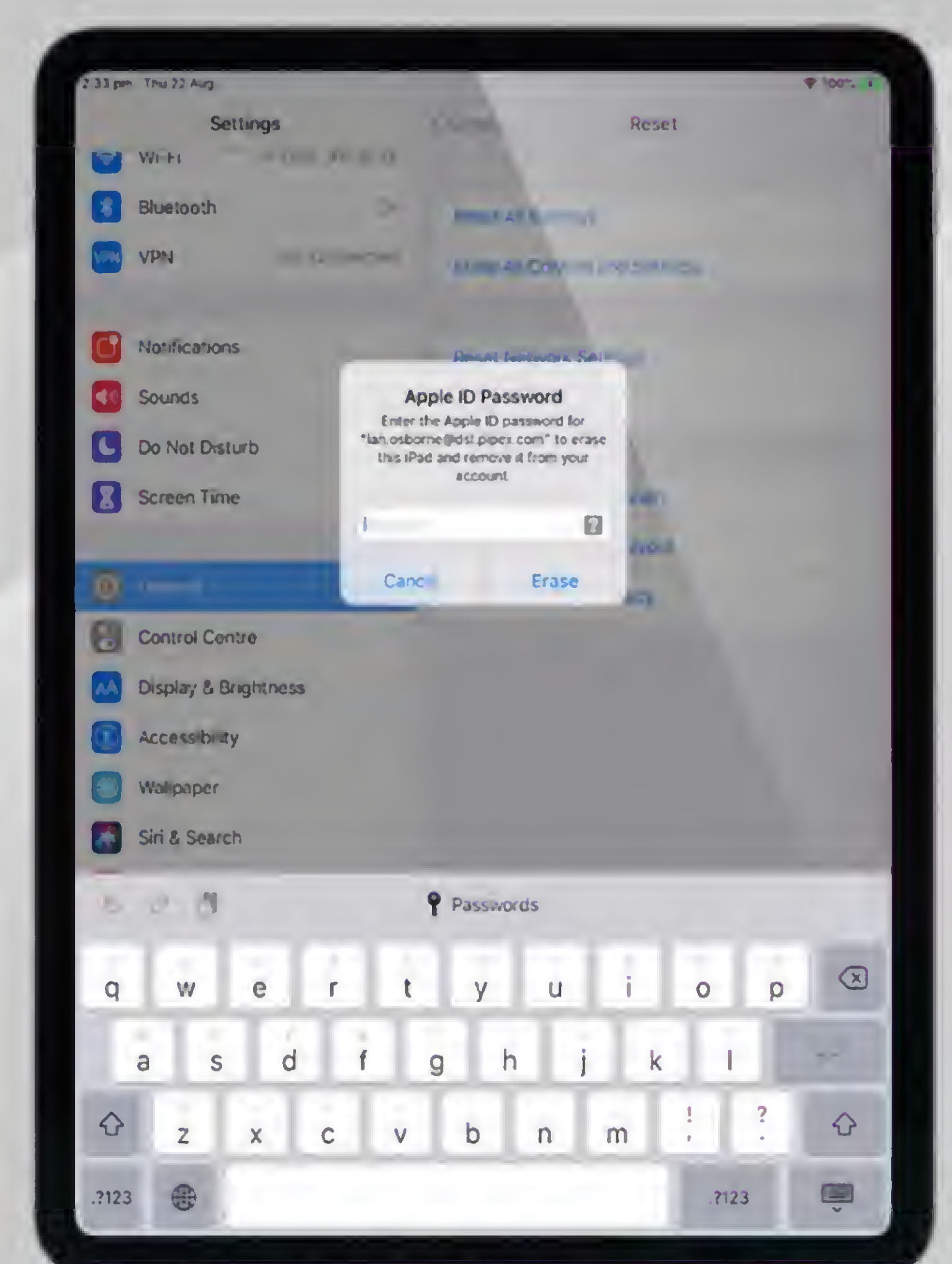
First of all, from the Home screen, open the Settings app. Tap the General link in the left-hand column, and then scroll all the way down to the bottom in the right link, and tap the Reset option. On the next screen, as shown here, you should tap the second option from the top, which is labelled Erase All Content and Settings.



When prompted, you should enter the iPad's passcode. If your iPad came second-hand, you might need to get this from its previous owner. A pop-up window appears, inviting you to continue with the erase, or cancel. Tap Erase. Just to be sure, another pop-up window now appears, which again invites you to continue to erase, or to cancel. Tap Erase.



If your iPad is still signed in to its previous owner's Apple ID, you need to enter the password for his or her Apple ID in order to sign it out before resetting. Obviously, you need to get this from the iPad's previous owner. Enter the password, and the iPad restarts, erasing all content and settings. You can then set it up from scratch, as if it was fresh out of the box.

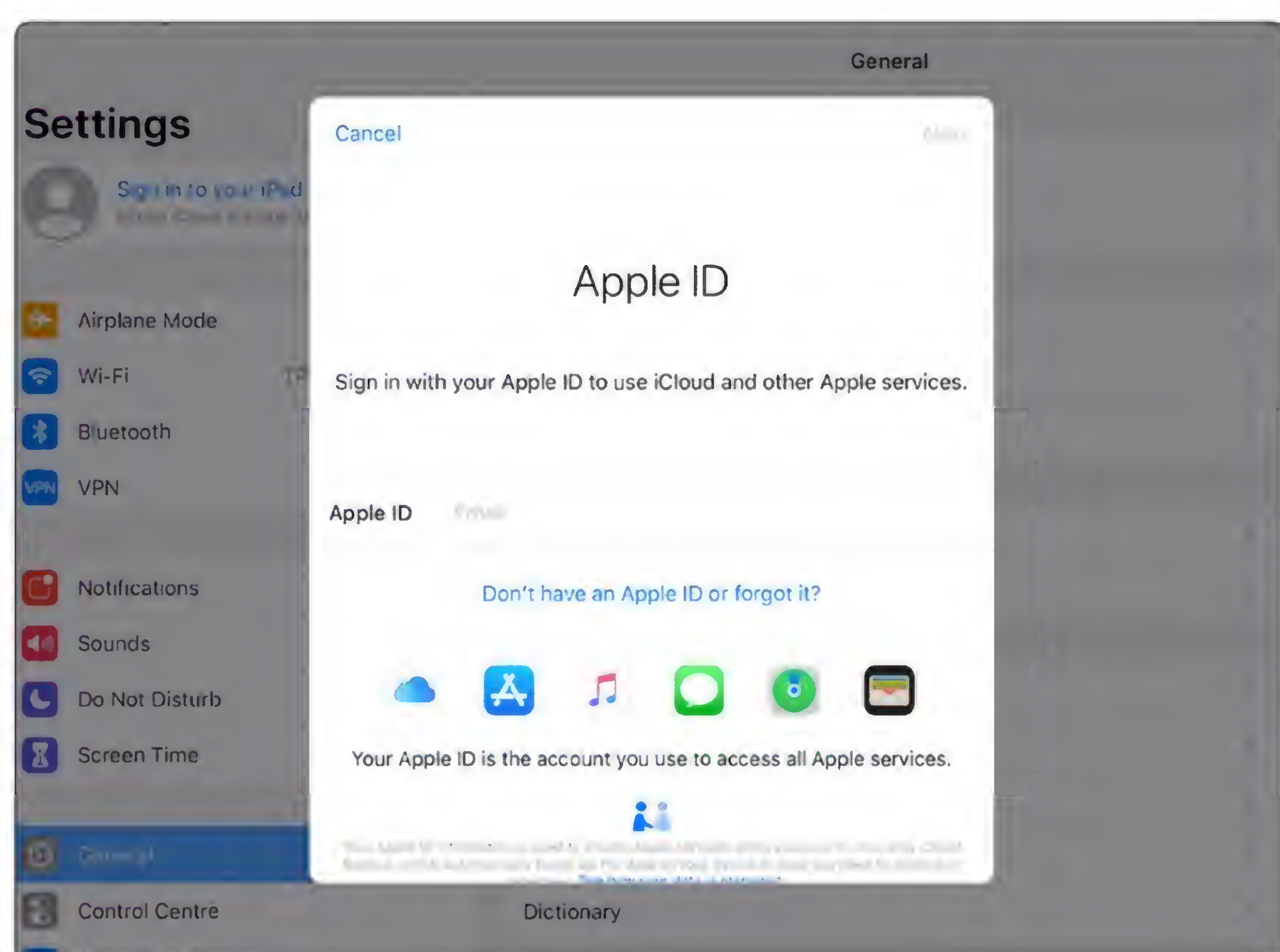




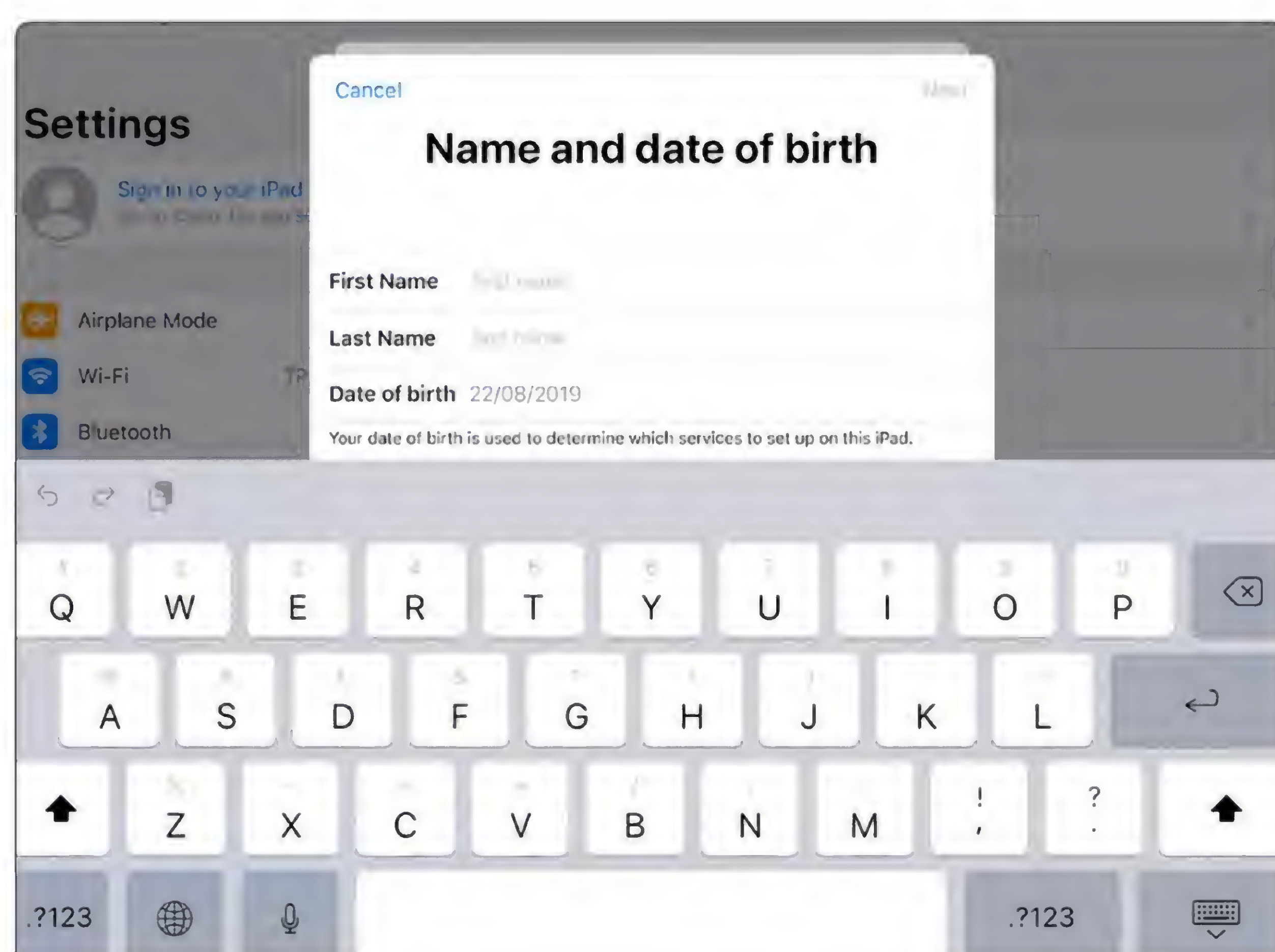
Your Apple ID

How to Set it Up

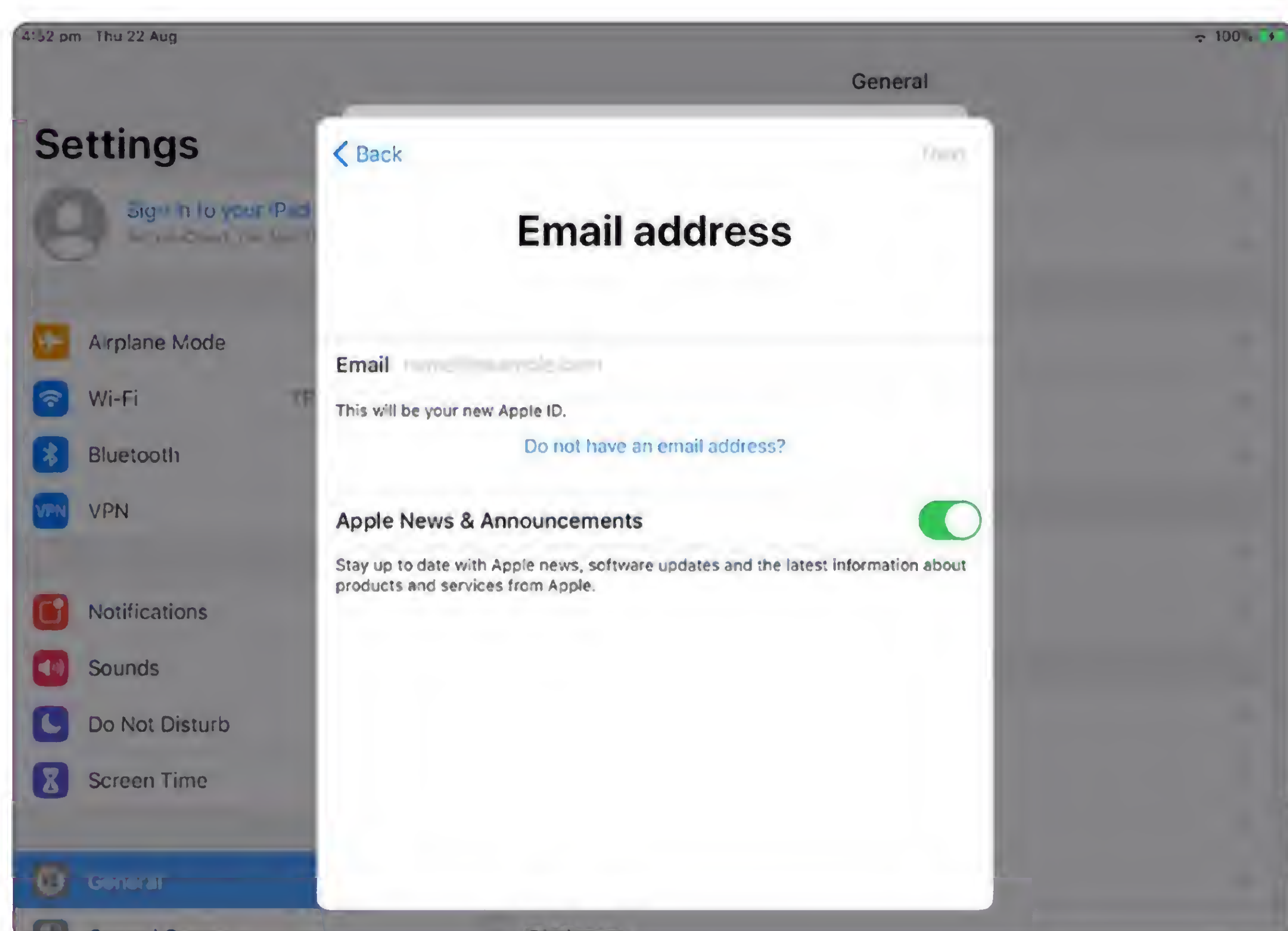
If you didn't register for an Apple ID during the initial setup of your iPad, or if you want a new Apple ID to use with your Apple gear, you can set one up whenever you please, directly from your iPad. Follow this guide and you'll soon be up and running with an all-important Apple ID.



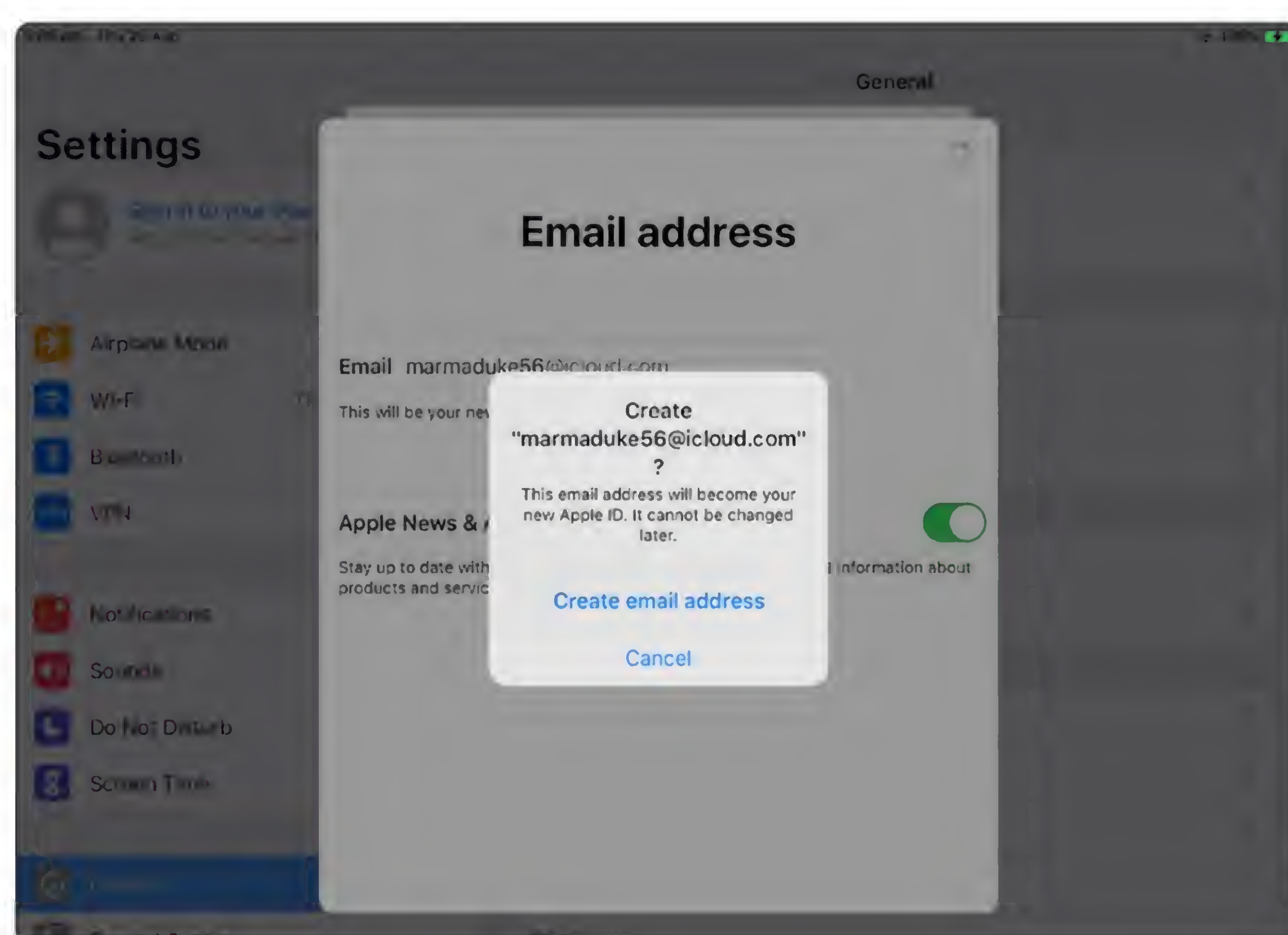
1 Open Settings from the Home screen and scroll to the top of the left hand column. Tap 'Sign in to your iPad' right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'



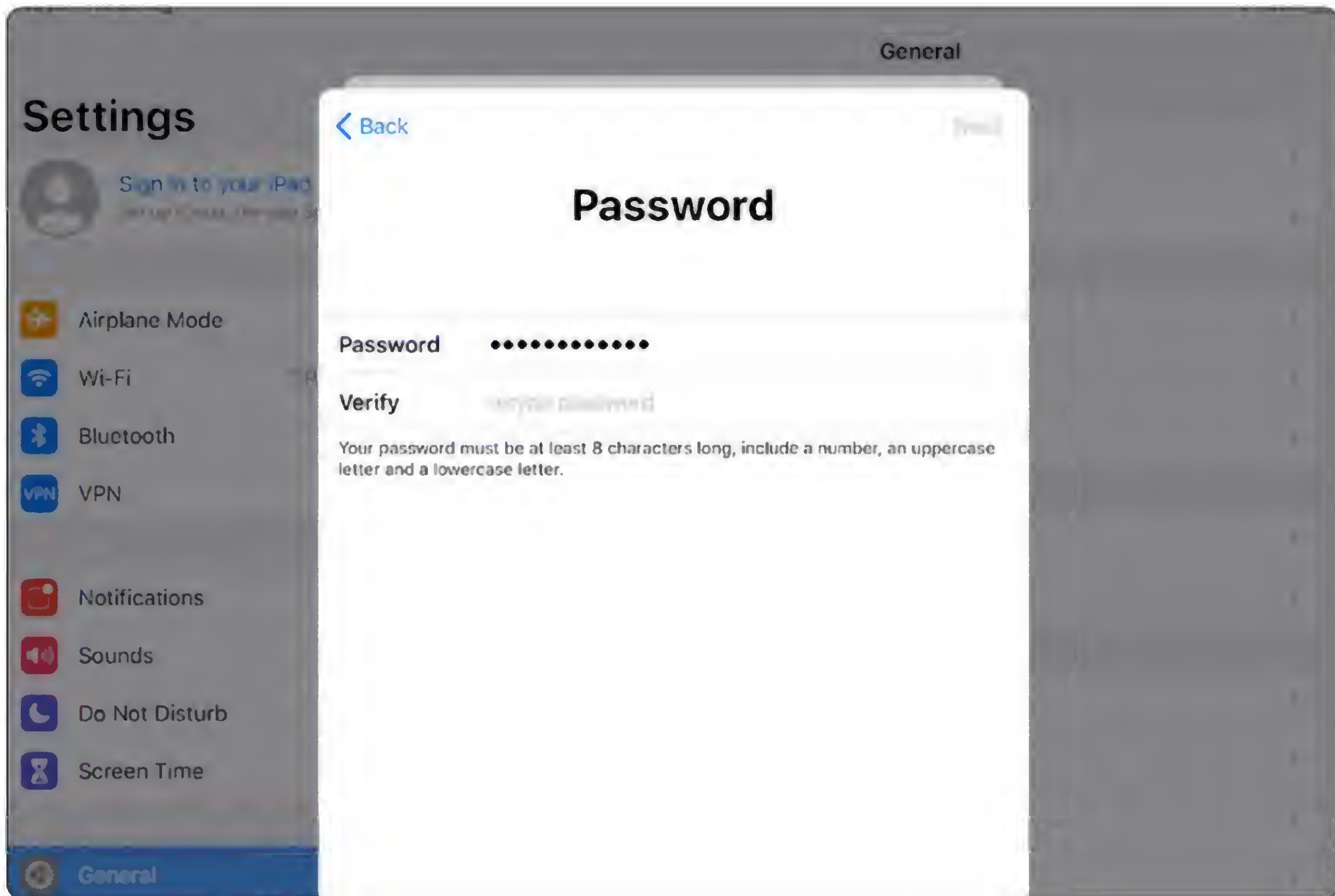
2 Tap 'Create Apple ID' in the next window and then, when instructed, enter your first name, last name, and date of birth. When you've entered these details, tap Next in the top right to move on to the next step.



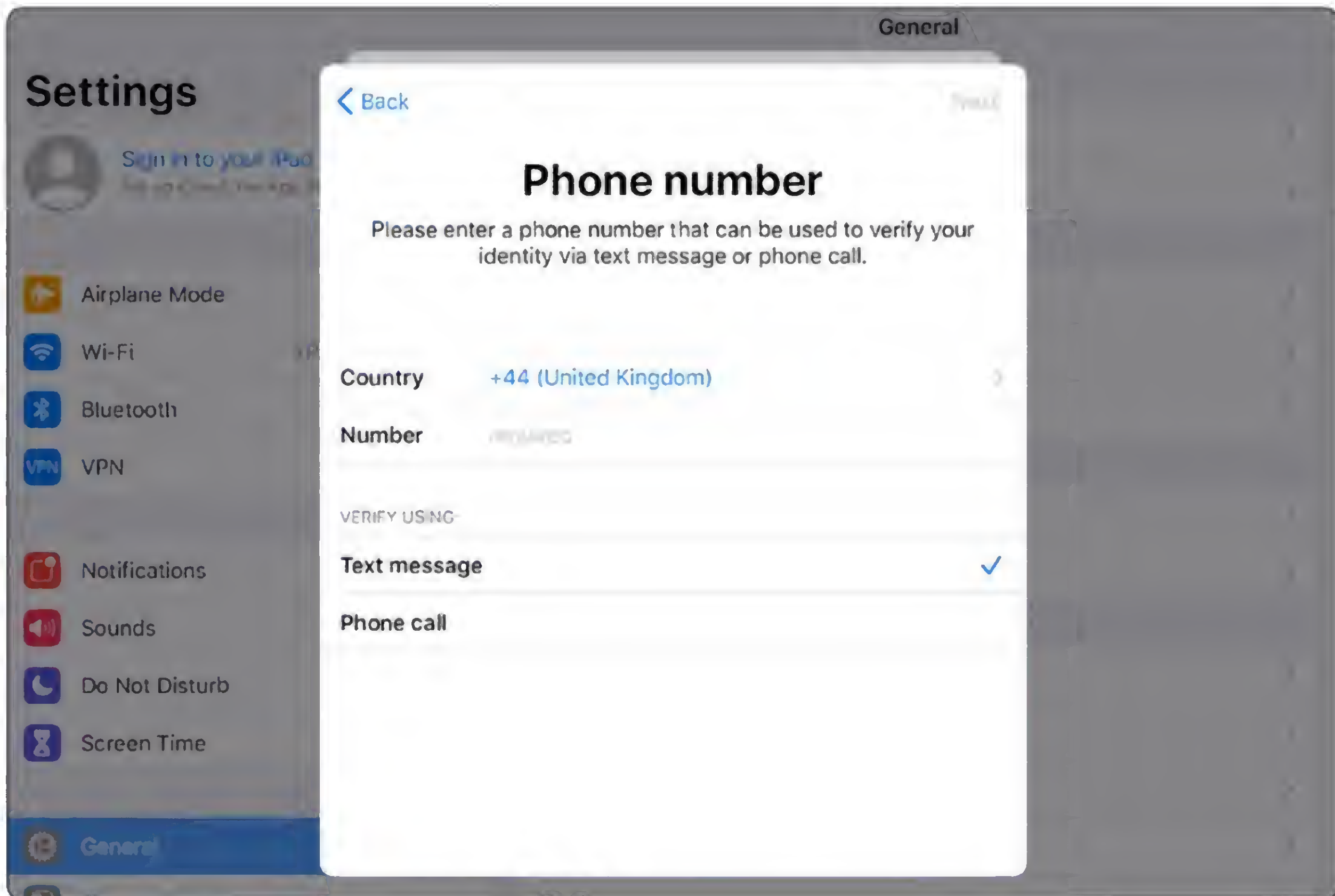
3 Next, you're asked whether you want to use your current email address (if you have one) for your Apple ID, or get a free iCloud email address by tapping the 'Do not have an email address?' link. Choose one and tap Next.



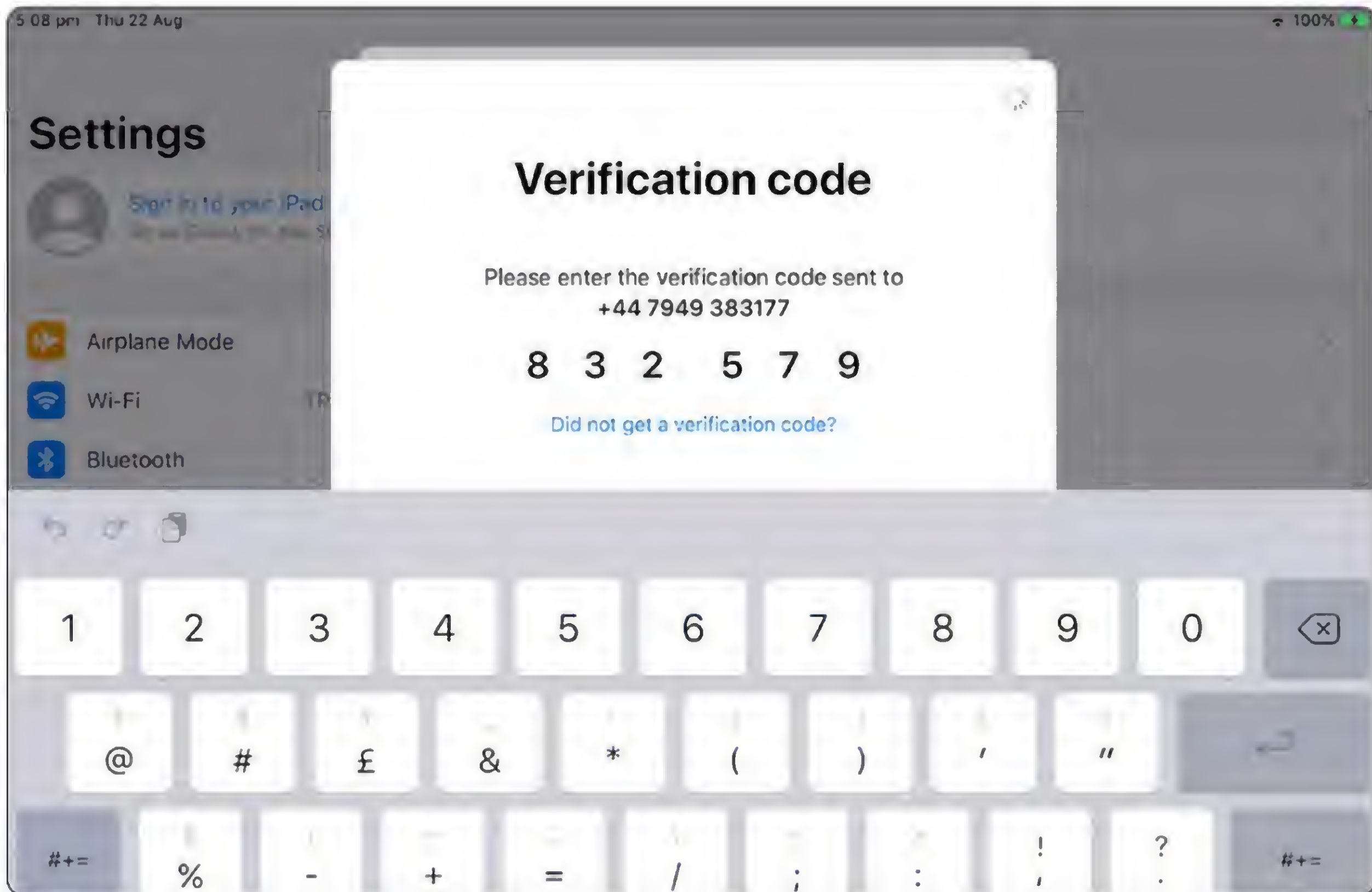
4 If you chose to get a new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken, but when you do, accept it by tapping Continue.



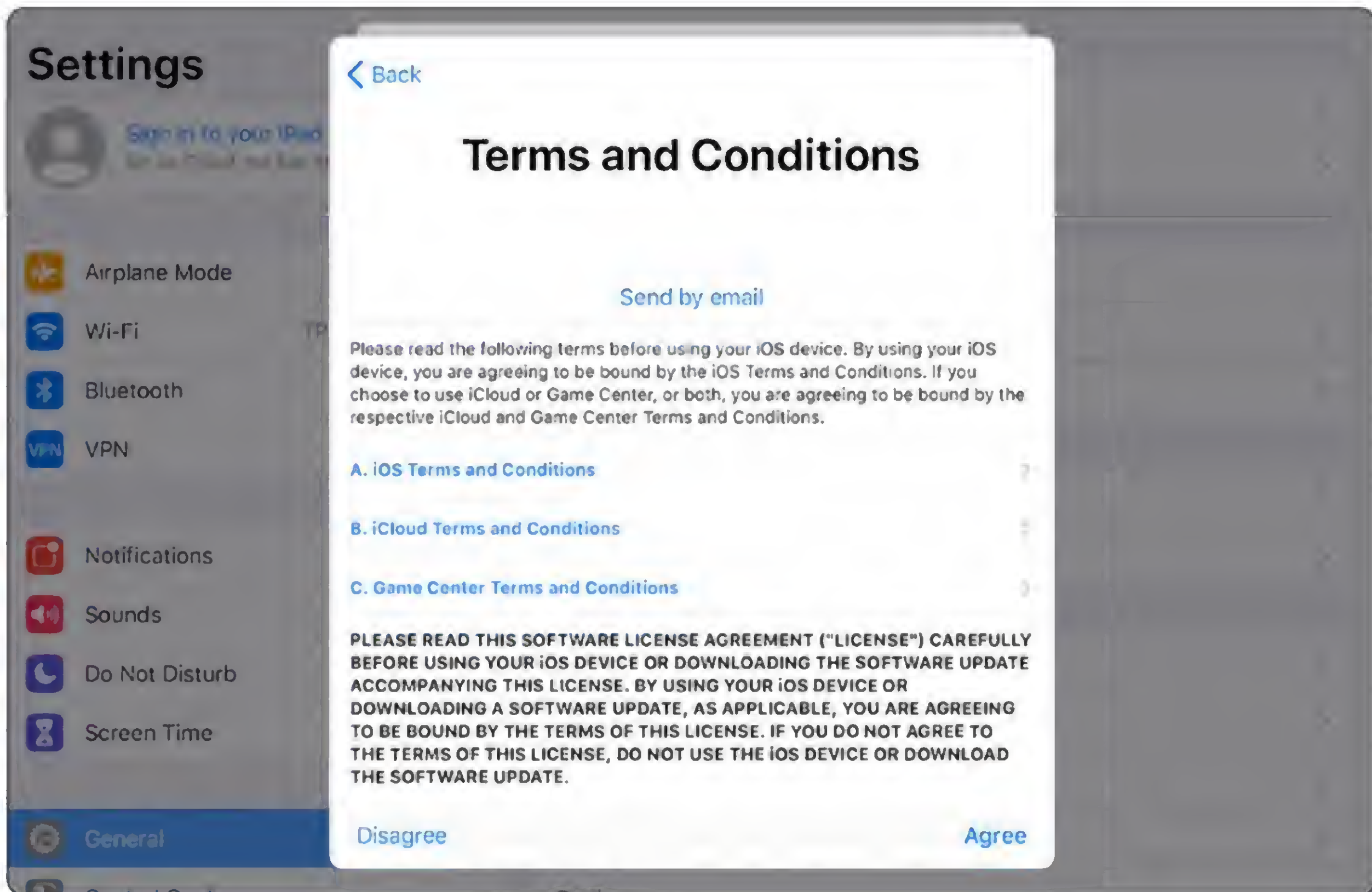
5 Now choose your password. As stated on the screen, it must be at least eight characters long, and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



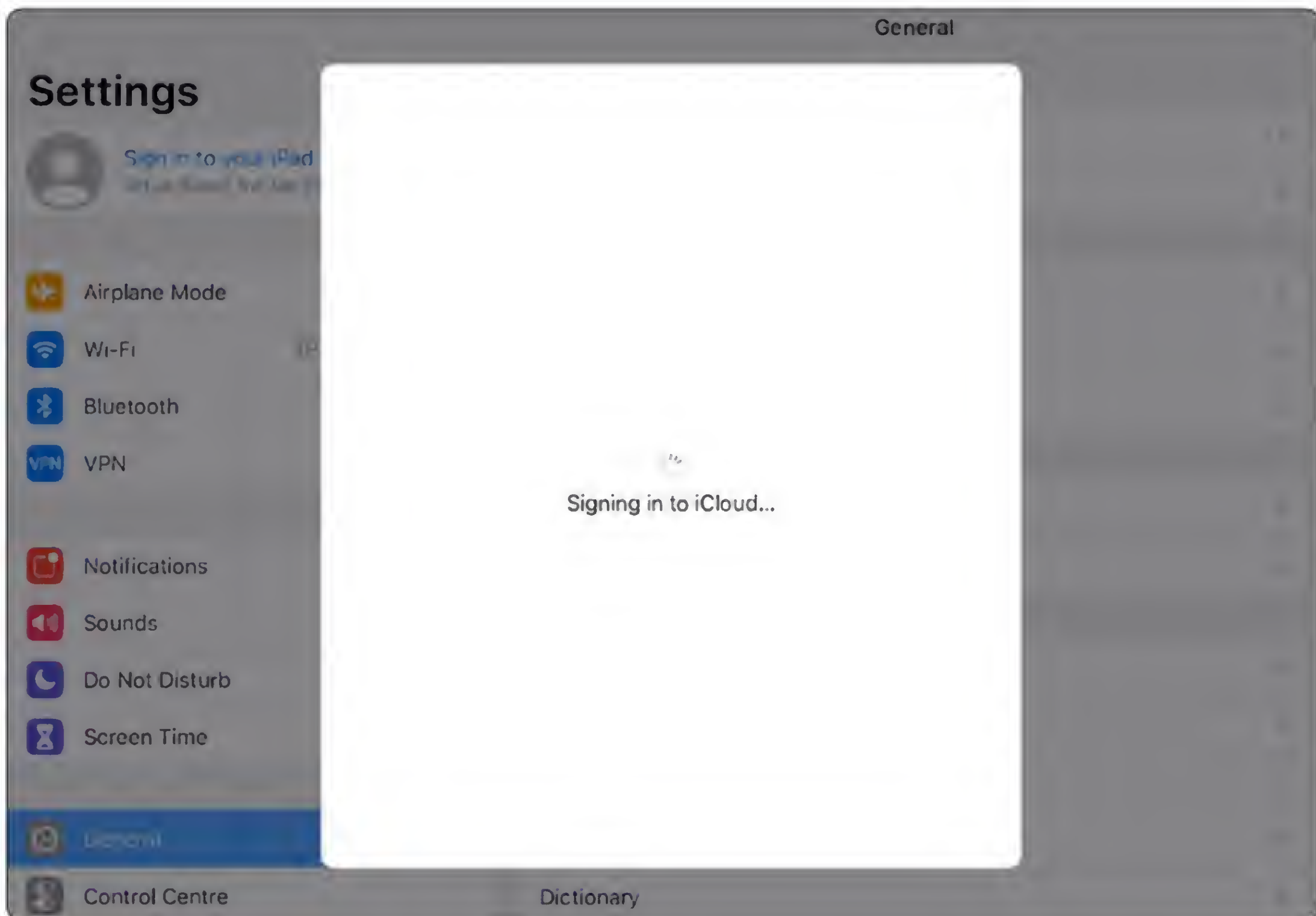
6 Apple needs your phone number, so you can be contacted via a call or text message to confirm your identity. The country field should already be filled but tap it to change if necessary. Enter your number; we suggest you use your mobile.



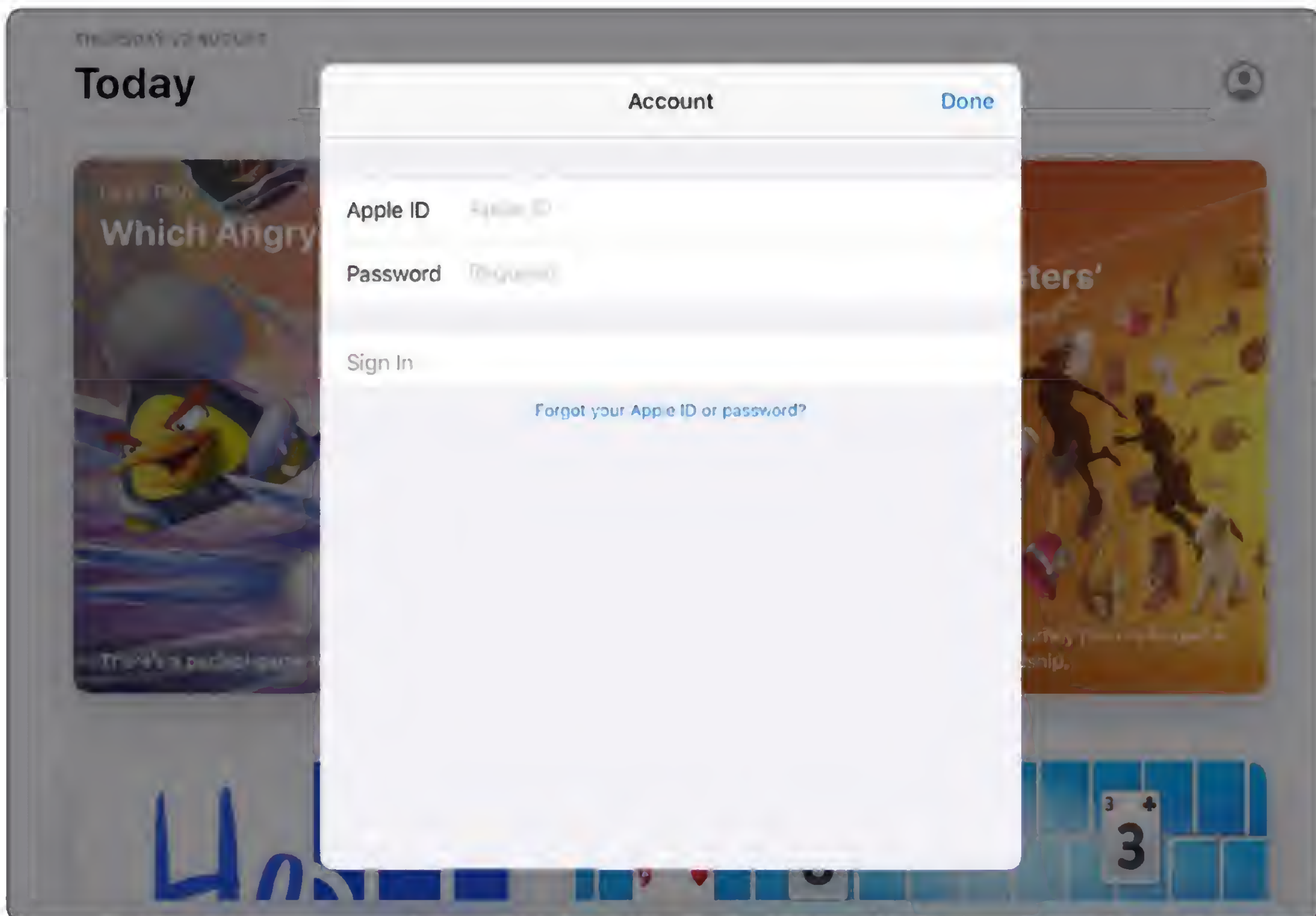
7 Tap Next, then enter the six figure verification code that's sent to your mobile phone (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.



8 It's now time to agree to the terms and conditions. You can read them all if you want, or tap the 'Send by Email' link to have them emailed to you. You can just tap Agree, and again in the pop-up window, to continue.



9 Your iPad now signs into iCloud with your newly created Apple ID. It might take a while. When it's done, you must enter your iPad's passcode, the one you use to unlock it on the lock screen. Your iPad is then signed into iCloud.



10 Open the App Store app and tap the silhouette icon (or your account's photo, if you've added one) in the top right. A pop-up window invites you to sign in to the App Store using your new Apple ID: do so. In the next window, tap Review and enter your final details.

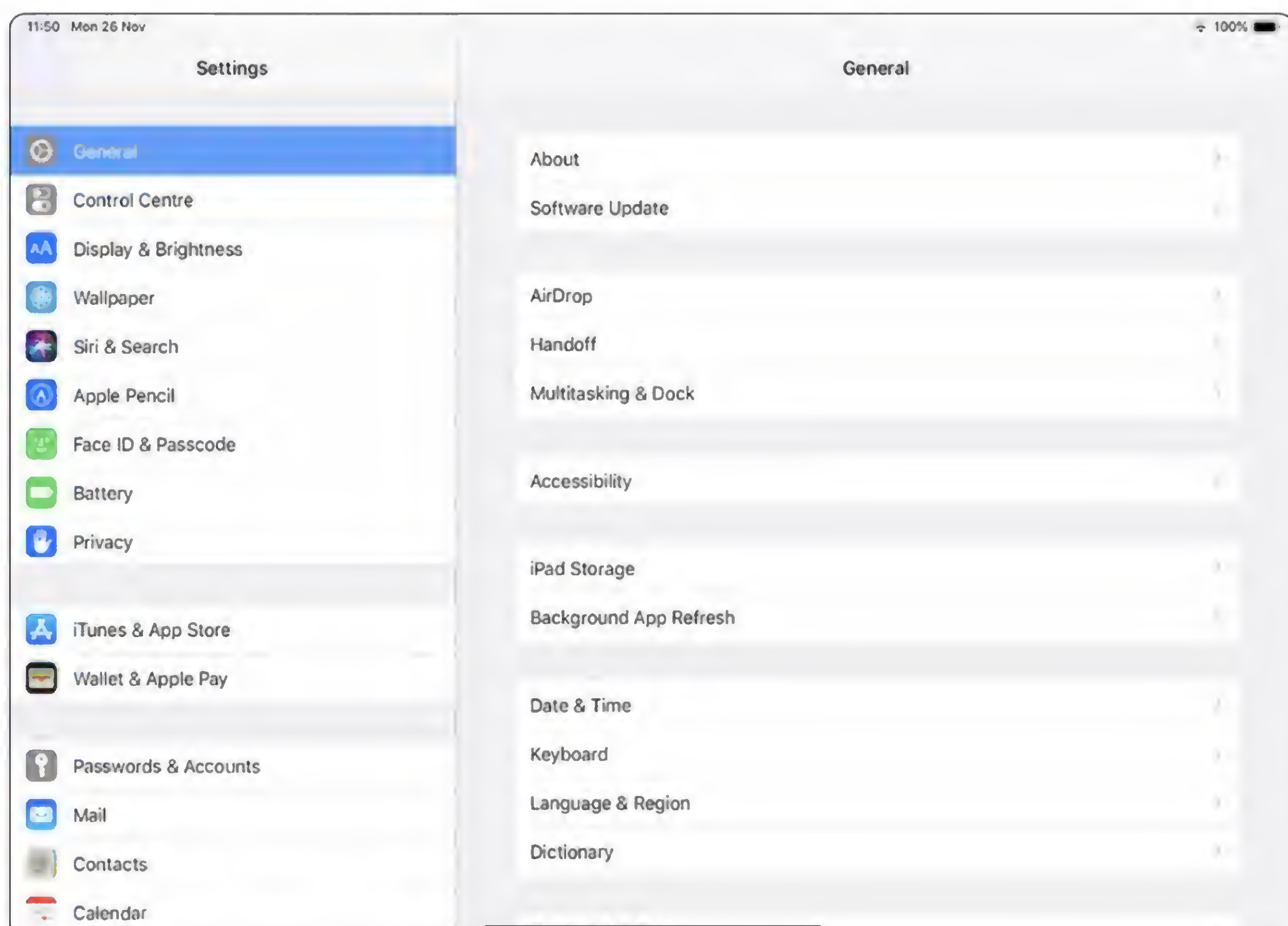


Face ID

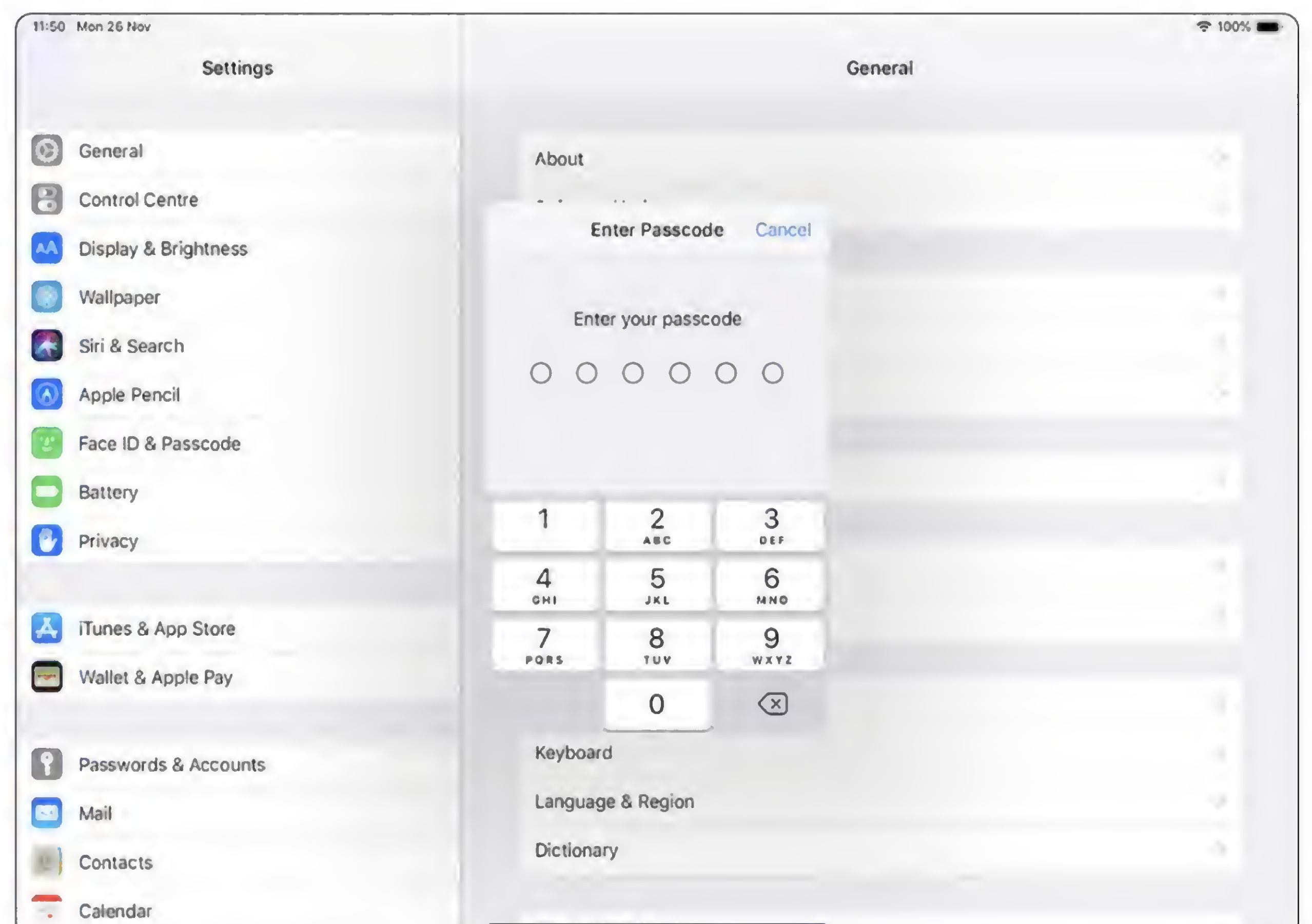
Take a Look

With Face ID, you can unlock your iPad just by looking at it. Just register your face. It works indoors, outdoors and even in total darkness. Even if you change your hairstyle or put on a pair of glasses your iPad still recognises you. Here's how to unlock your iPad using Face ID.

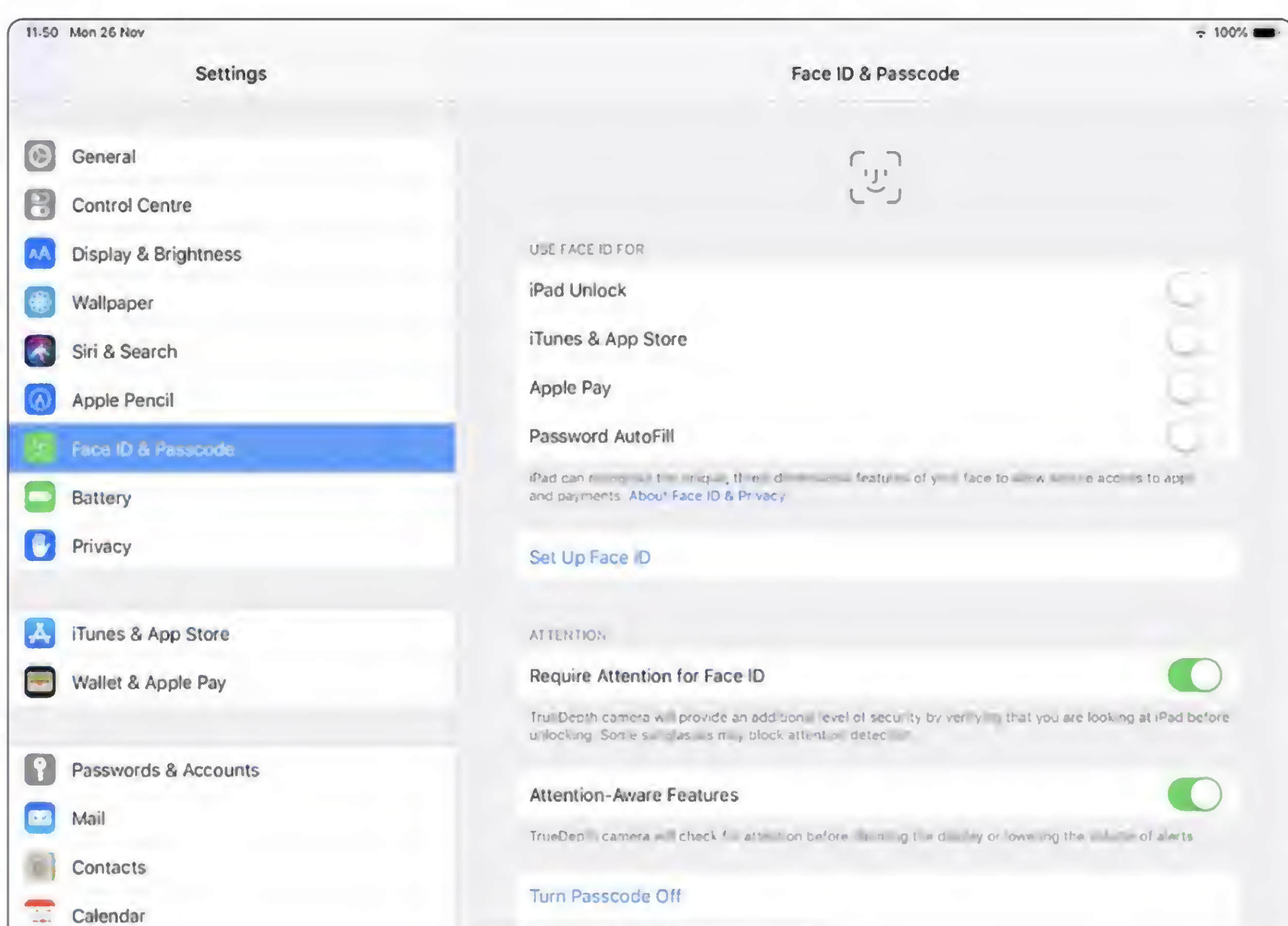
Setting Up Face ID



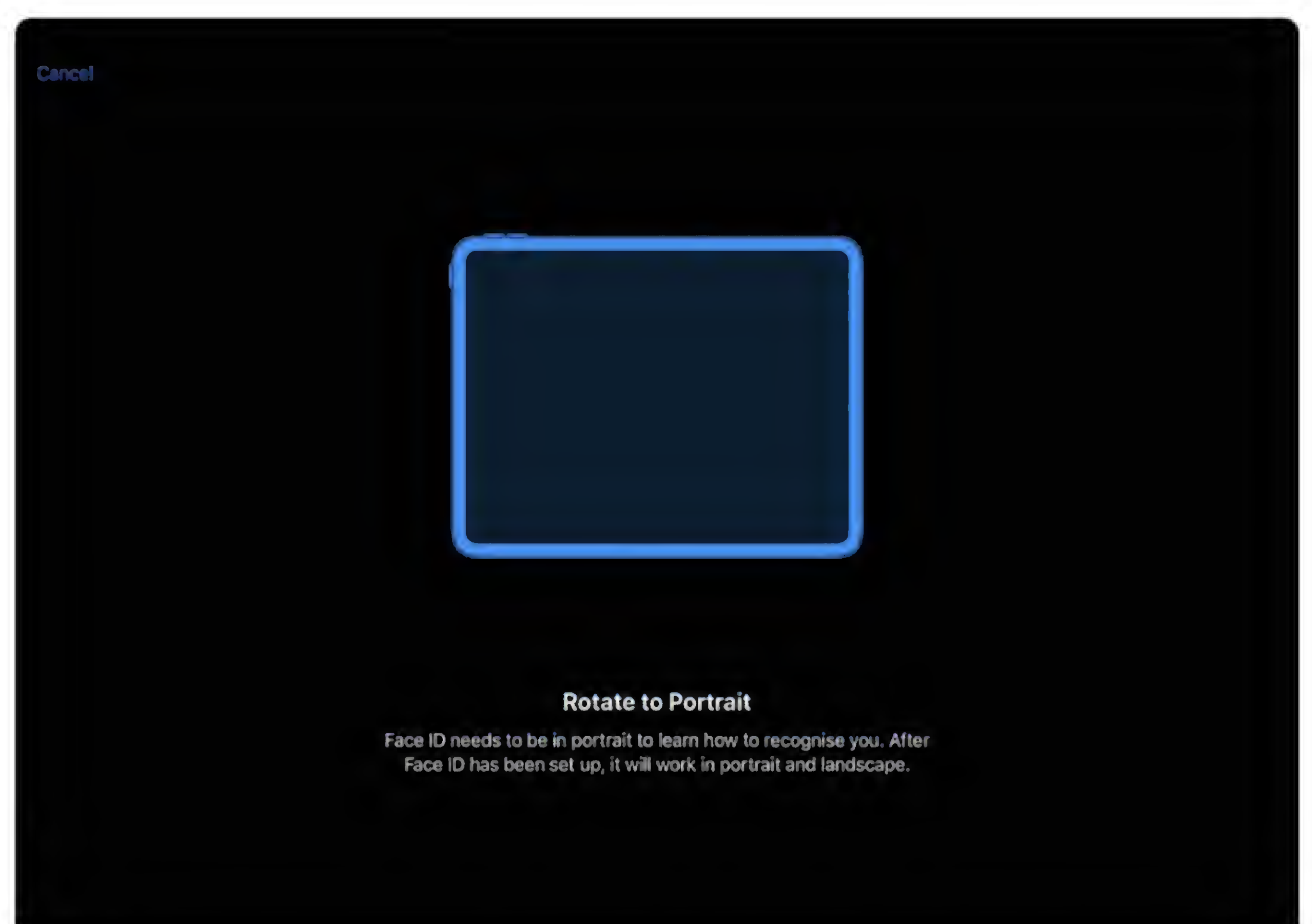
1 Open the Settings app and scroll down the list of apps and features until you get to the one called Face ID & Passcode. Tap it to open these settings.



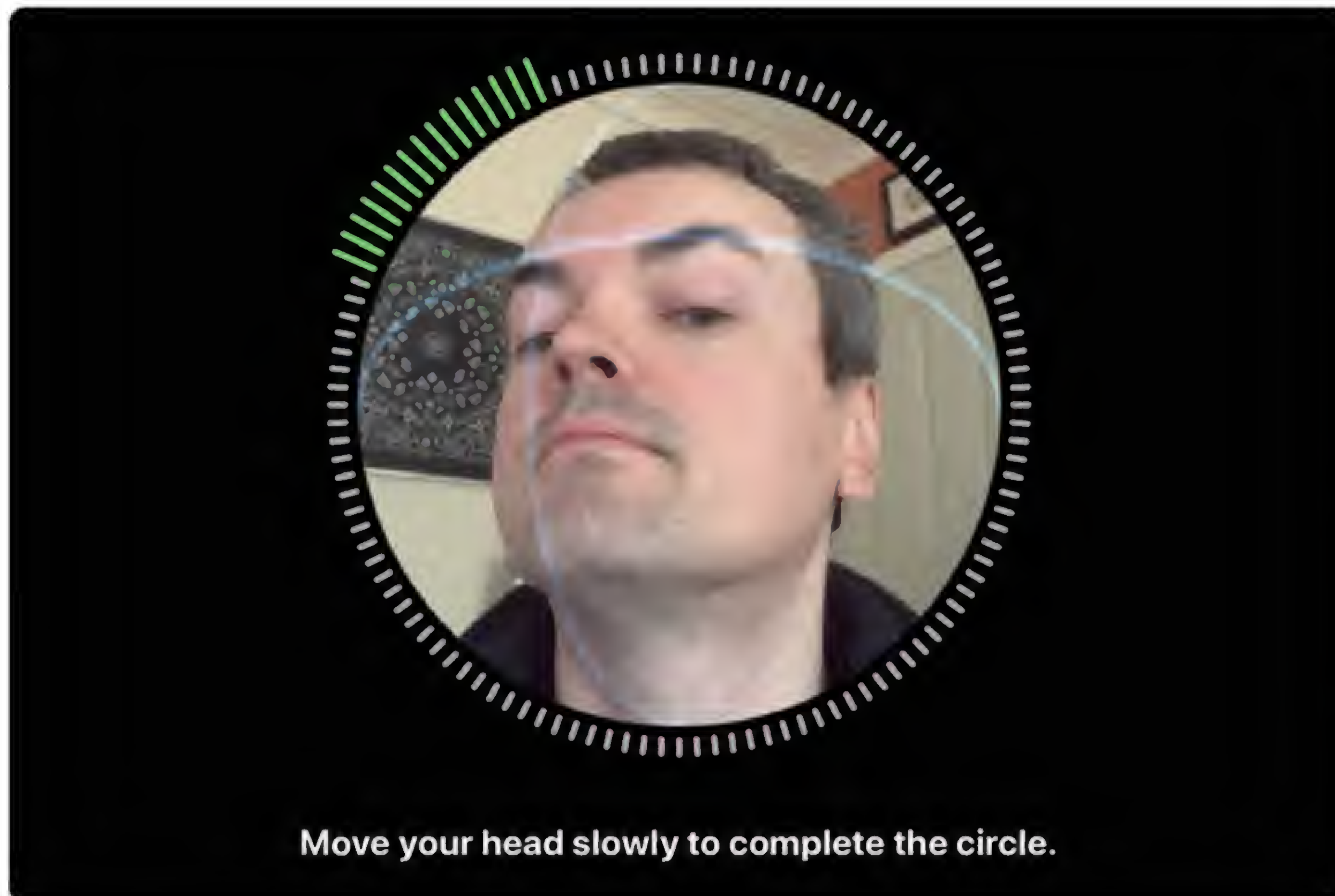
2 If you've set up a passcode on your iPad, whether four-digit, six-digit or alphanumeric, you must enter it now to get to the main Face ID settings screen.



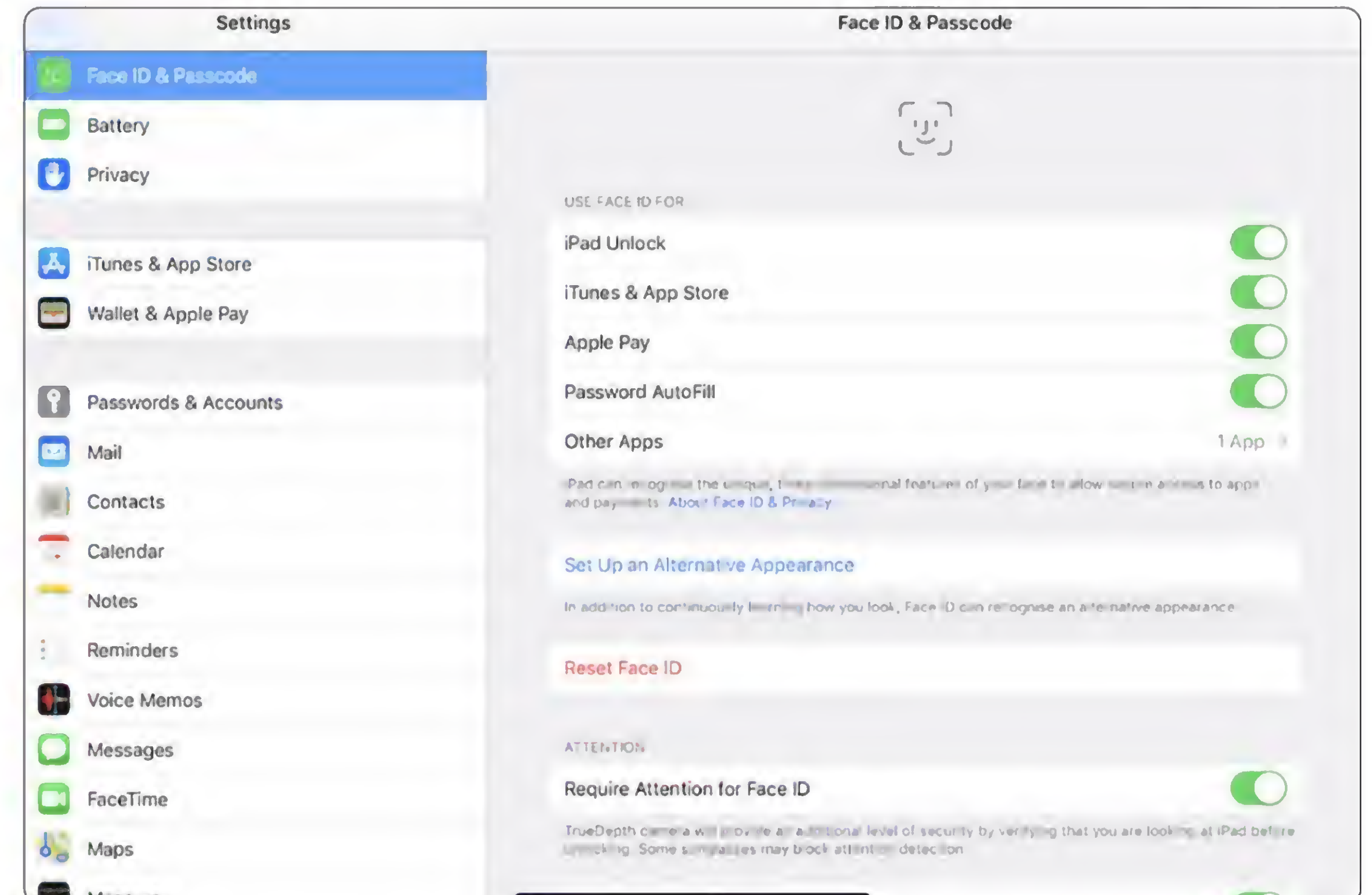
3 Tap Set Up Face ID and on the next screen read the instructions; then tap Get Started. In iOS 12, you can add two faces to Face ID.



4 Make sure the iPad is in portrait mode, then position your face within the frame. Move your head in a circle until the small white lines go green.

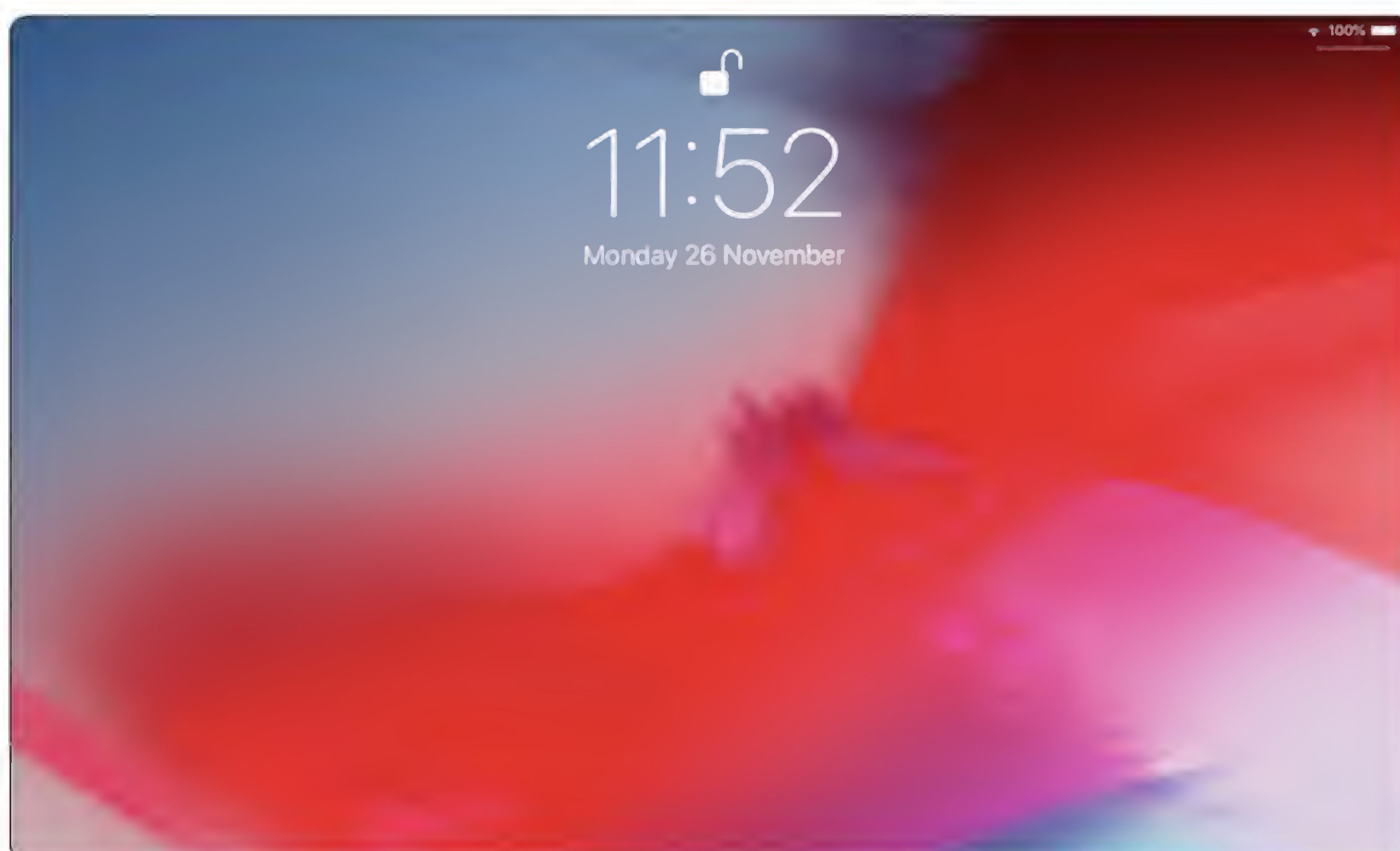


5 Tap Continue. You're then asked to do exactly the same thing again, moving your head in a circle once more. Do so to complete the second scan.



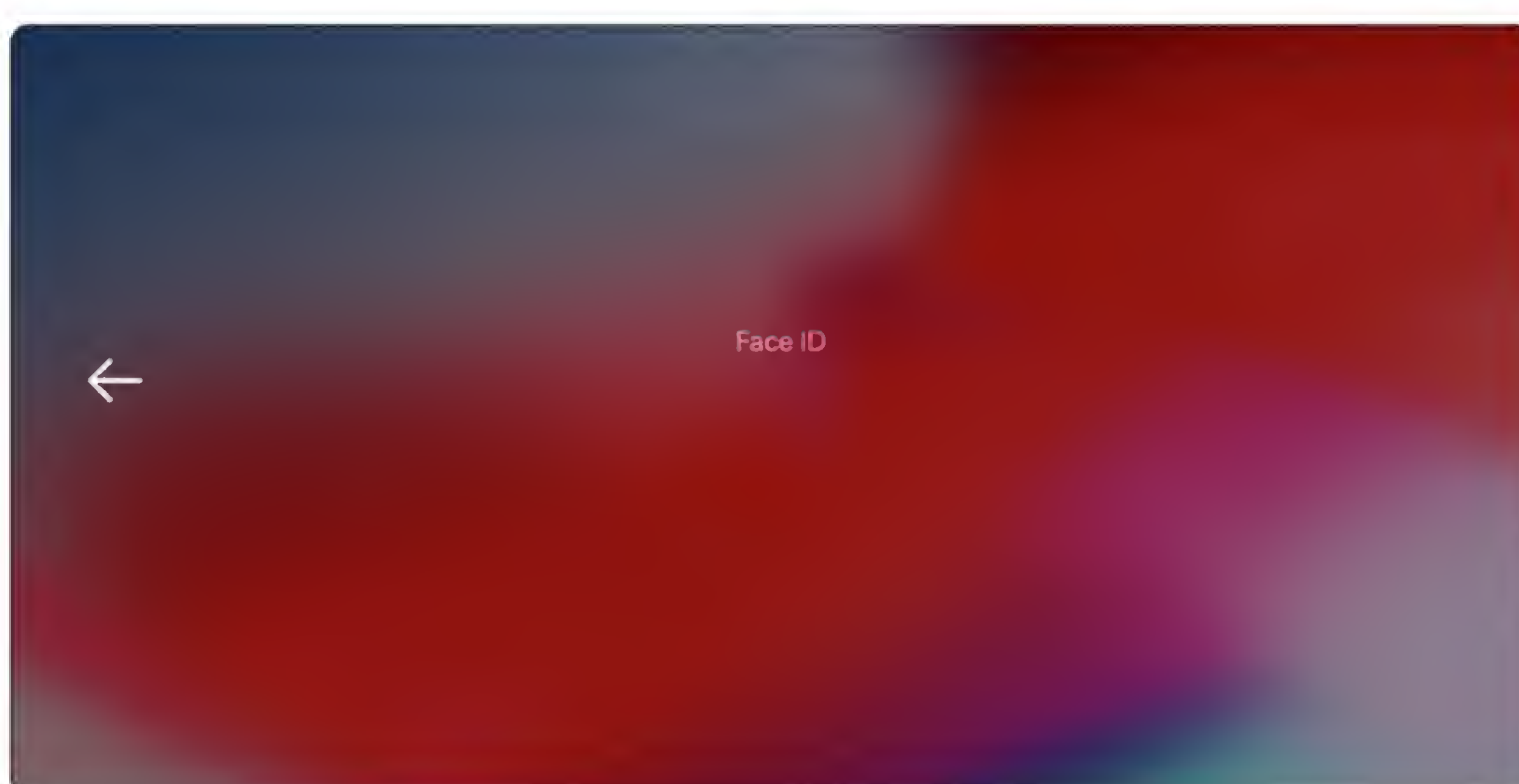
6 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure Face ID to your own personal requirements.

Using Face ID



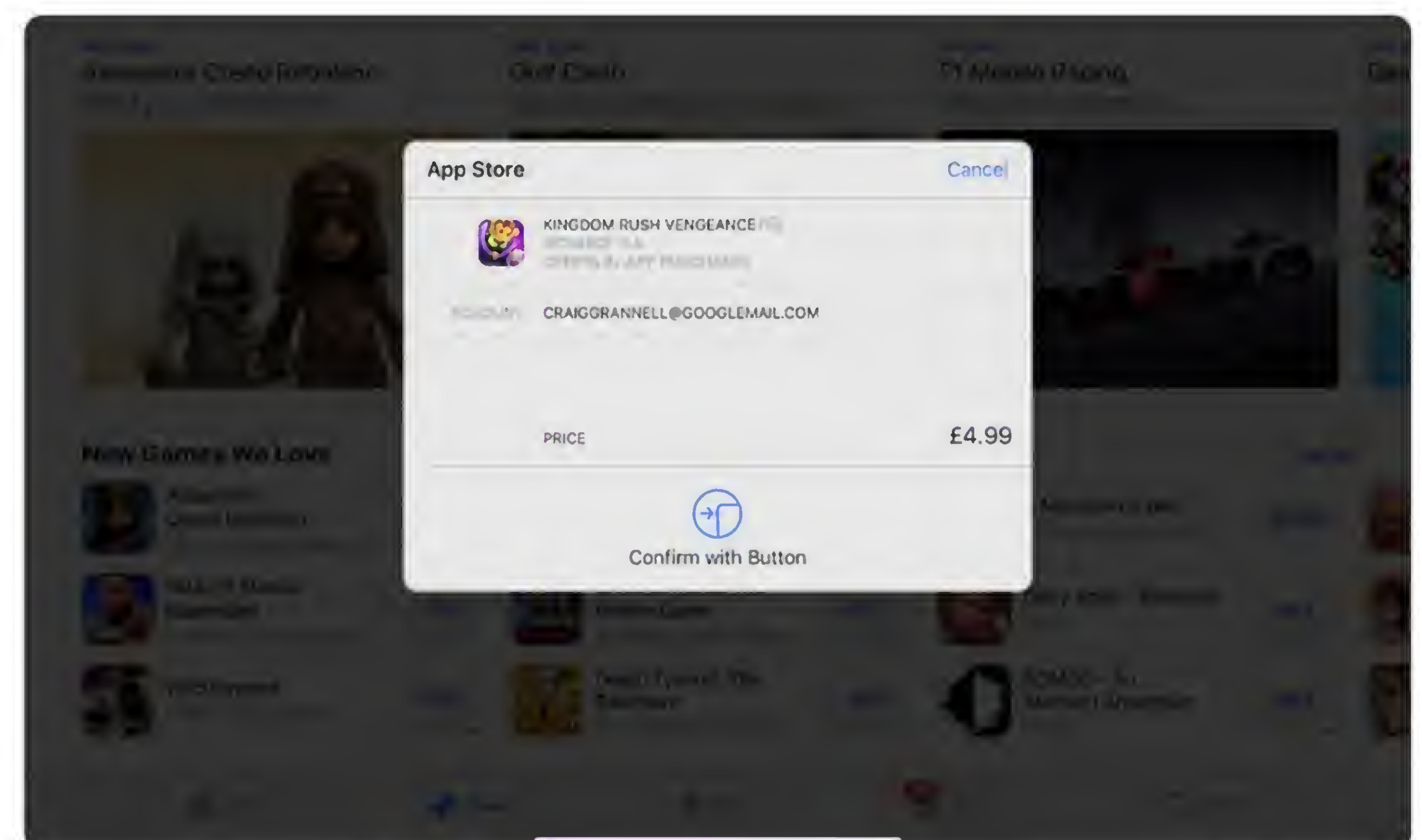
Unlocking Your iPad Pro with Face ID

Unlocking the iPad Pro using your Face ID is simplicity itself. You simply look at it and the lock springs open, as you can see here. You can do it in any lighting conditions, even total darkness. It's extremely straightforward and natural; you'll soon forget you're doing it at all.



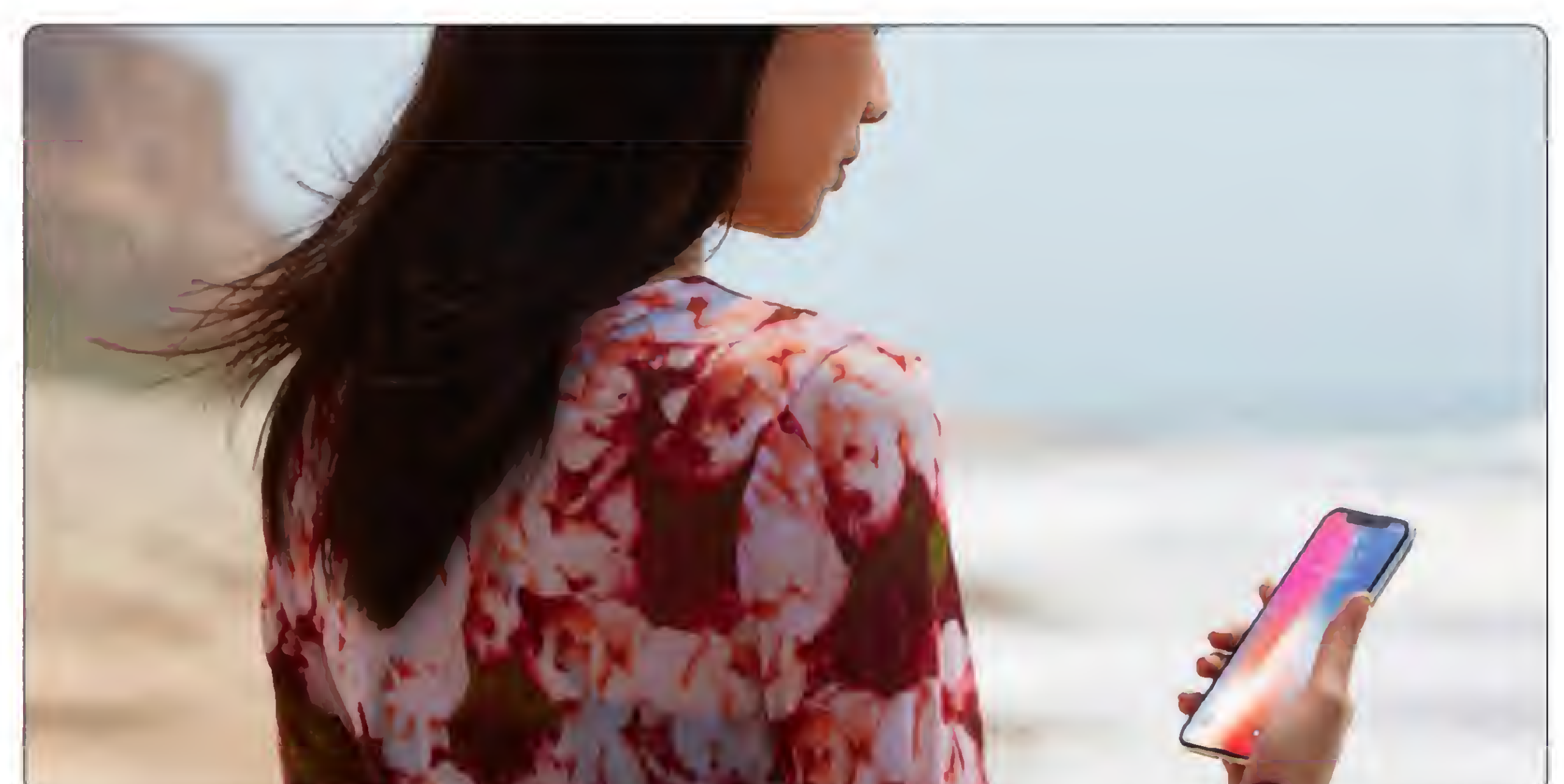
Hold Your iPad Correctly When Using Face ID

If you've used Face ID on an iPhone, you may recall the device must be held in portrait. Face ID on iPad also works in landscape and at greater distances. If you accidentally cover the camera with your hand, an arrow helpfully points this out.



Making Purchases

Open the iTunes Store, App Store or Book Store and choose something you wish to purchase. When you're asked to pay, double-click the Side button and look at your iPad Pro. The purchase is made and a checkmark is displayed to show payment has been verified.



Face ID is a Very Secure Solution

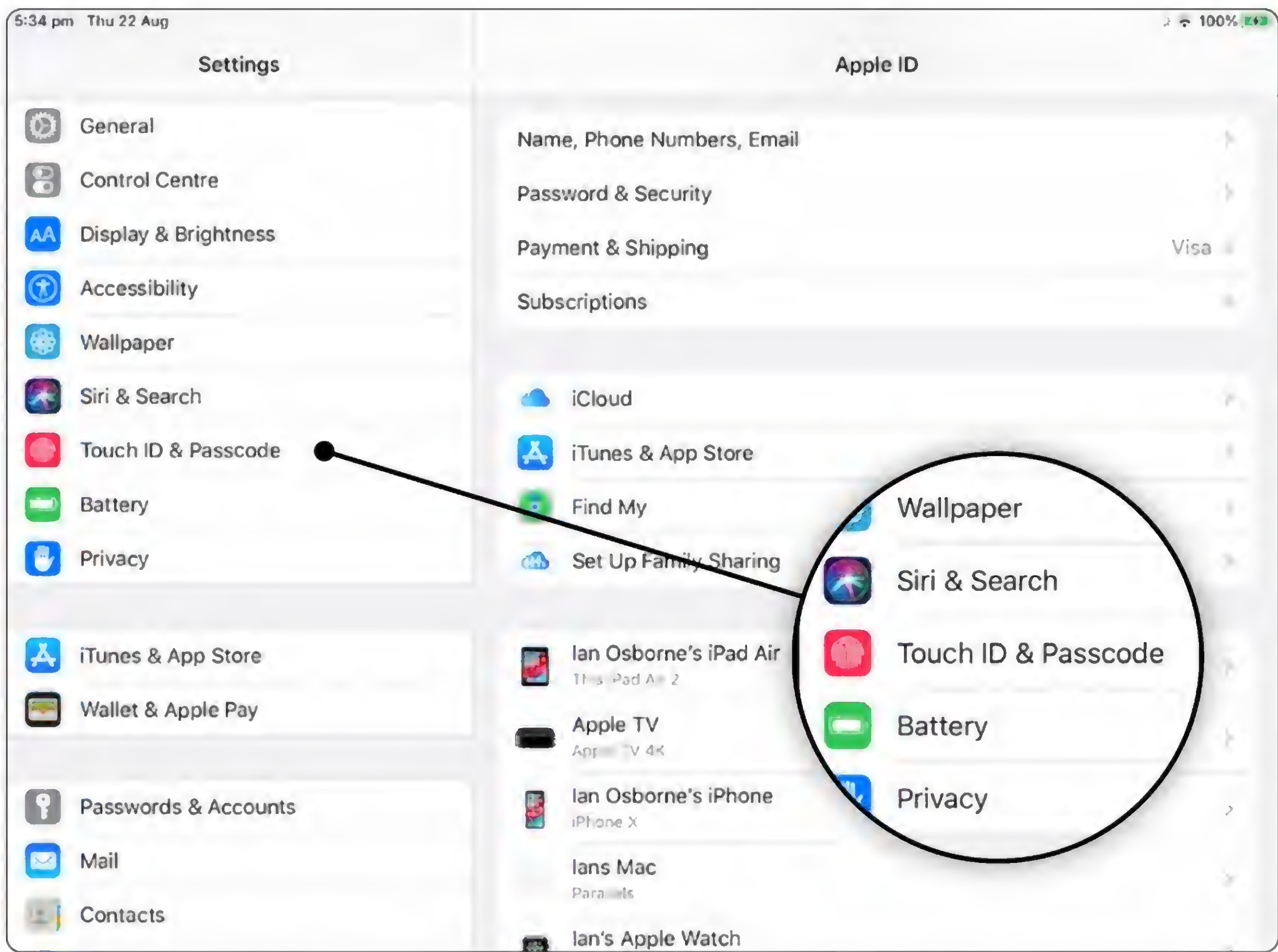
According to Apple, the chance that a random person could look at your iPad Pro and unlock it using their own face is approximately one in a million, which is twice as good as Touch ID. For privacy, all information is kept on your iPad and never backed up to Apple's servers.



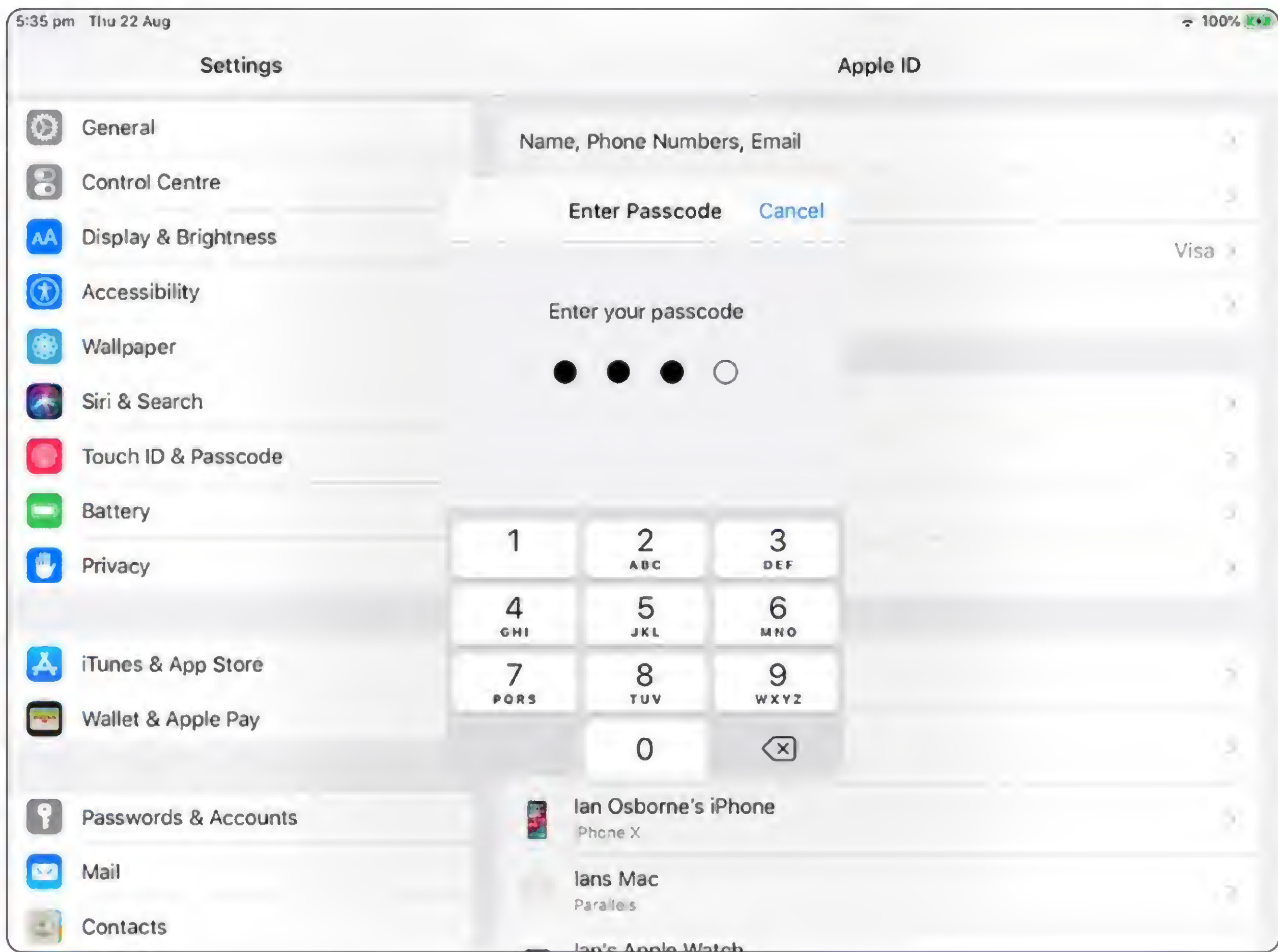
Touch ID

Use Your Finger

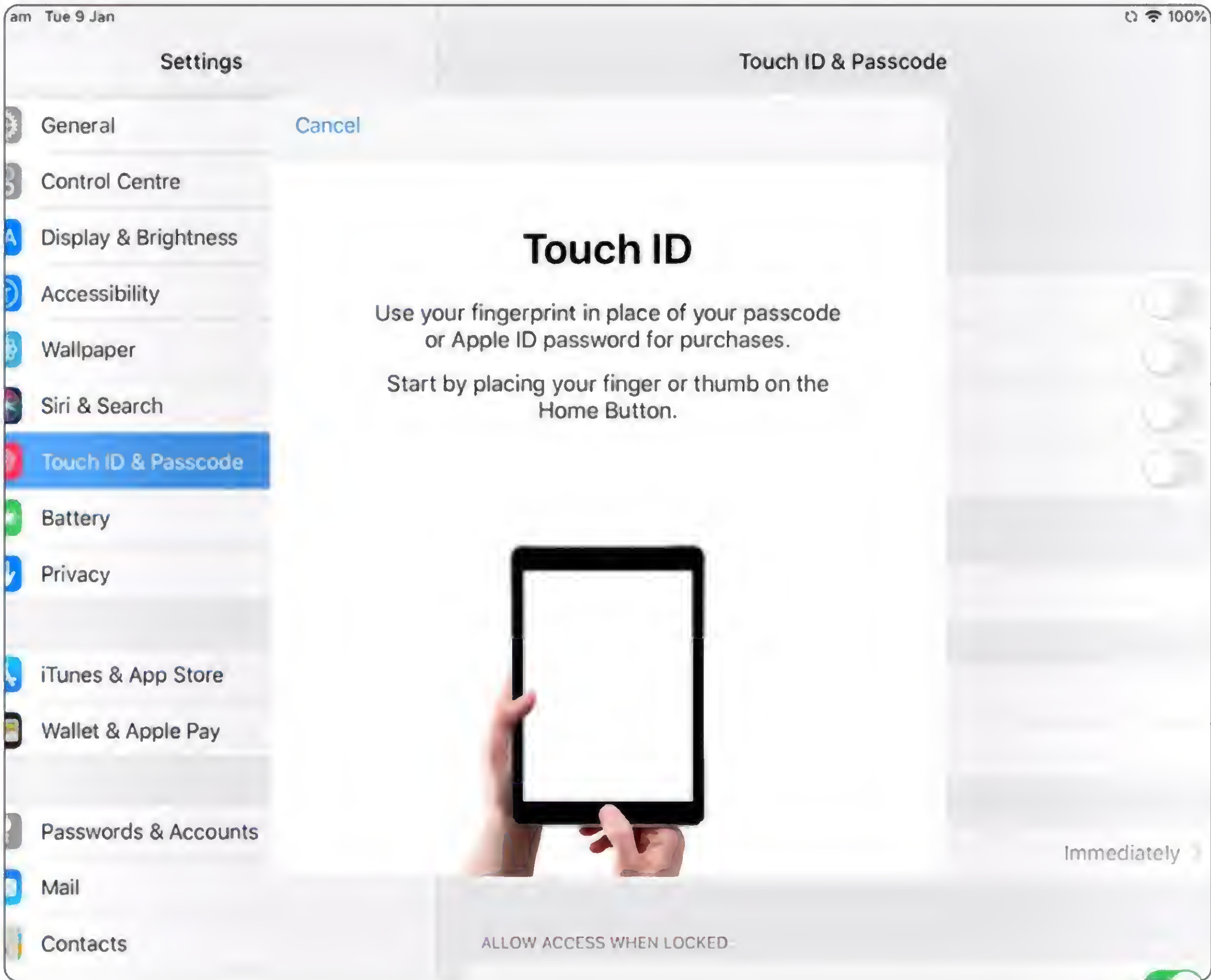
If you didn't activate Touch ID during the initial setup, or if you want to add another fingerprint to the iPad's recognition system, follow these instructions. With Touch ID you can unlock a recent iPad simply by placing a finger on the Home button, and you can add as many fingerprints as you like.



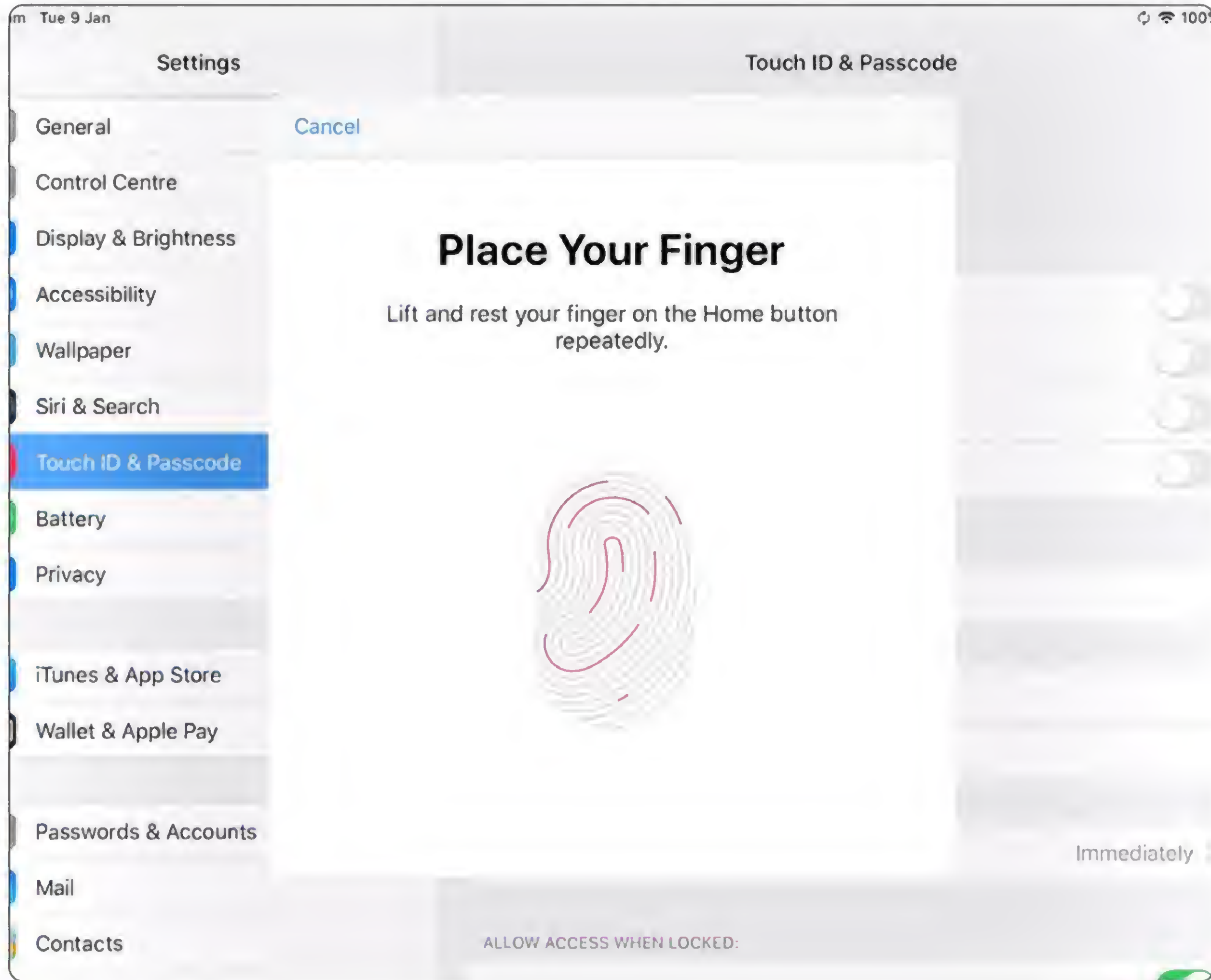
1 From the Home screen tap the Settings app (the icon showing machine cogs) and then scroll the left side bar up to find Touch ID and Passcode. Tap this option.



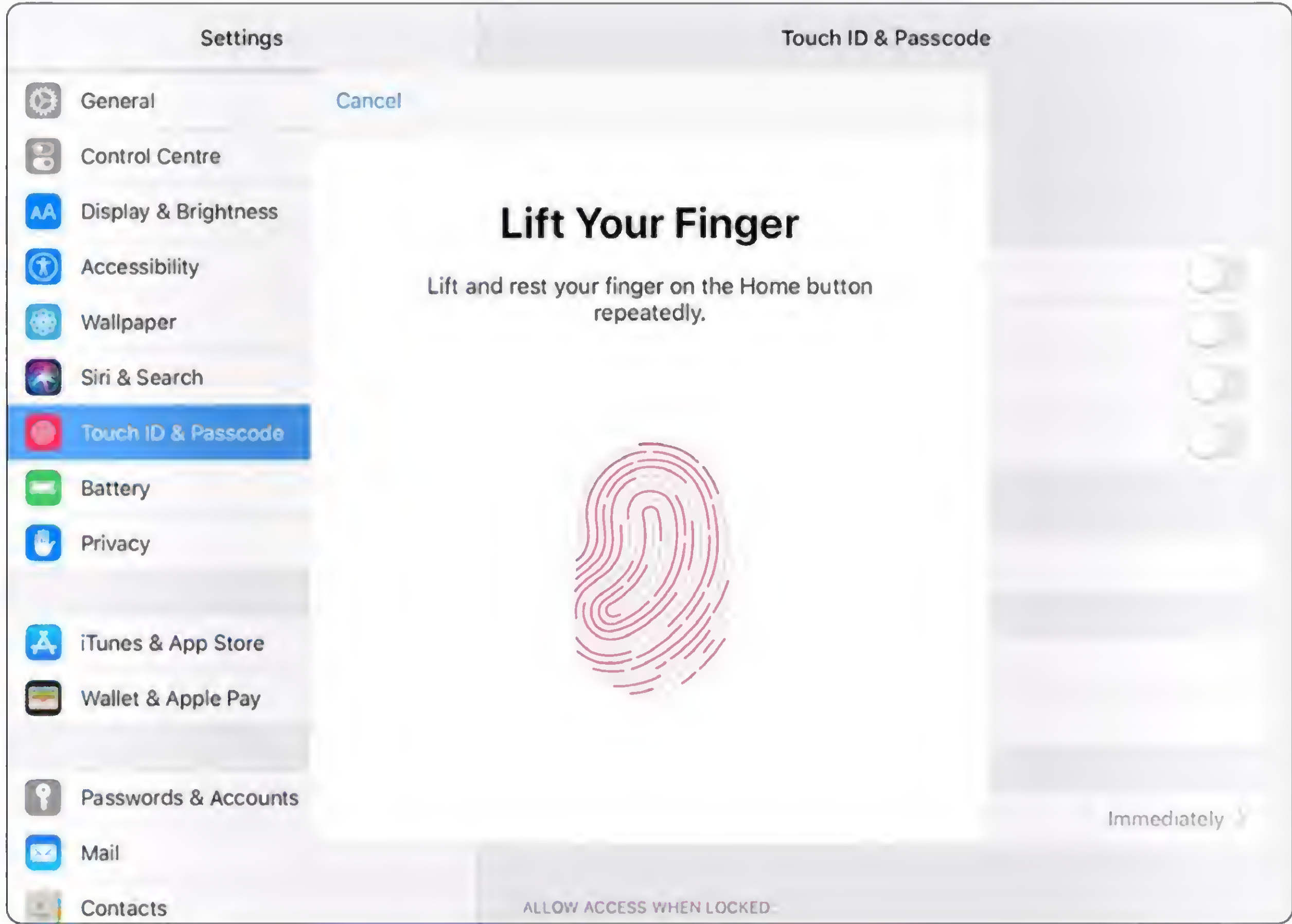
2 If you've set up a lock screen passcode on your iPad, you have to enter it here. Do so and you're taken to the next screen showing Touch ID & Passcode options.



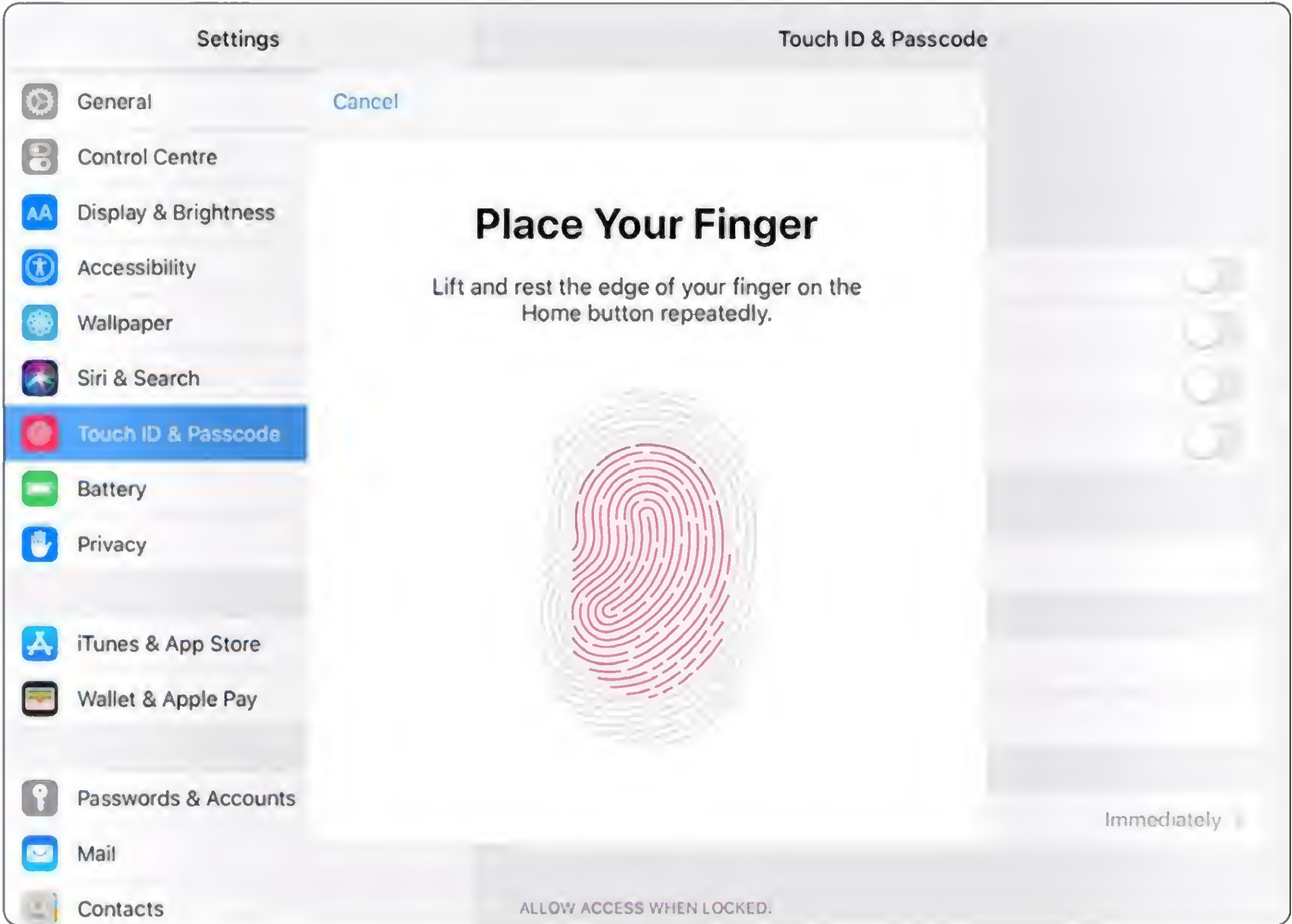
3 Enter your passcode and tap the Add a Fingerprint link. You can then add a new fingerprint, or additional fingerprints, for other users.



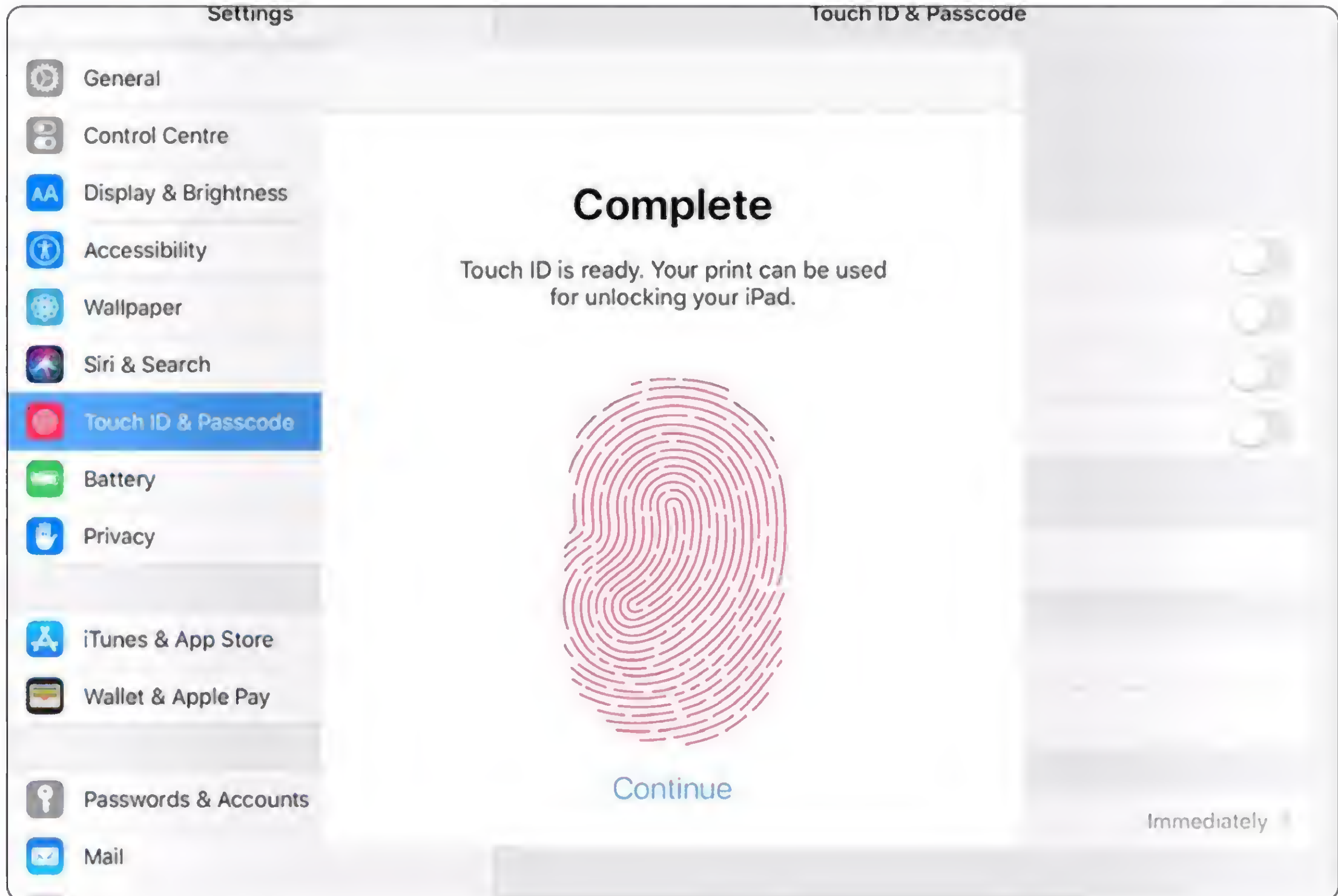
4 A window pops up, inviting you to place your finger on the Home button sensor. Choose which finger to use, and do so.



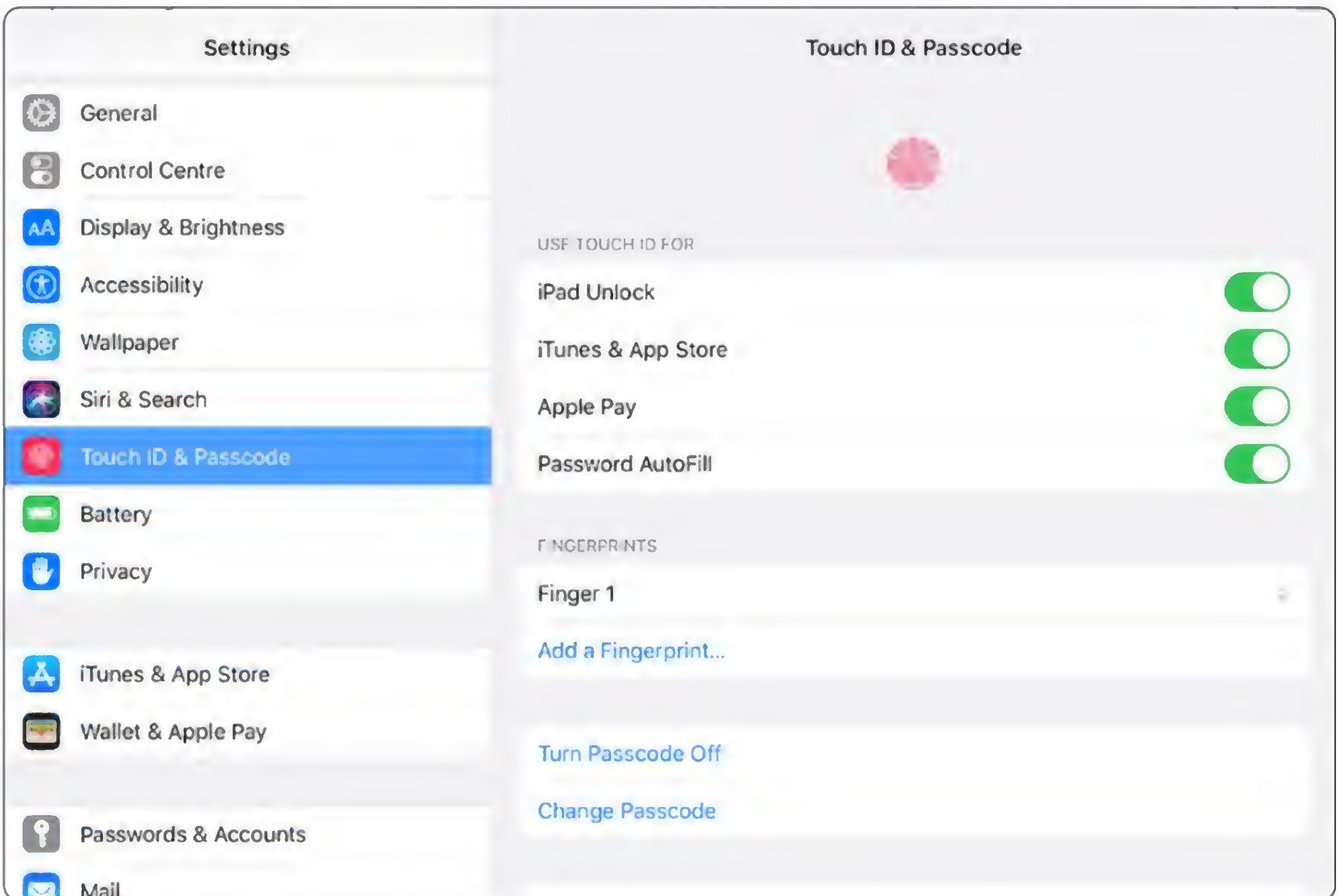
5 Place your finger on the touch sensor (Home button), and the process will begin to gradually start adding your fingerprint to Touch ID.



6 You will be asked (via an on-screen message) to lift your finger and then place your finger on the Home button, until all the grey fingerprint lines are red.



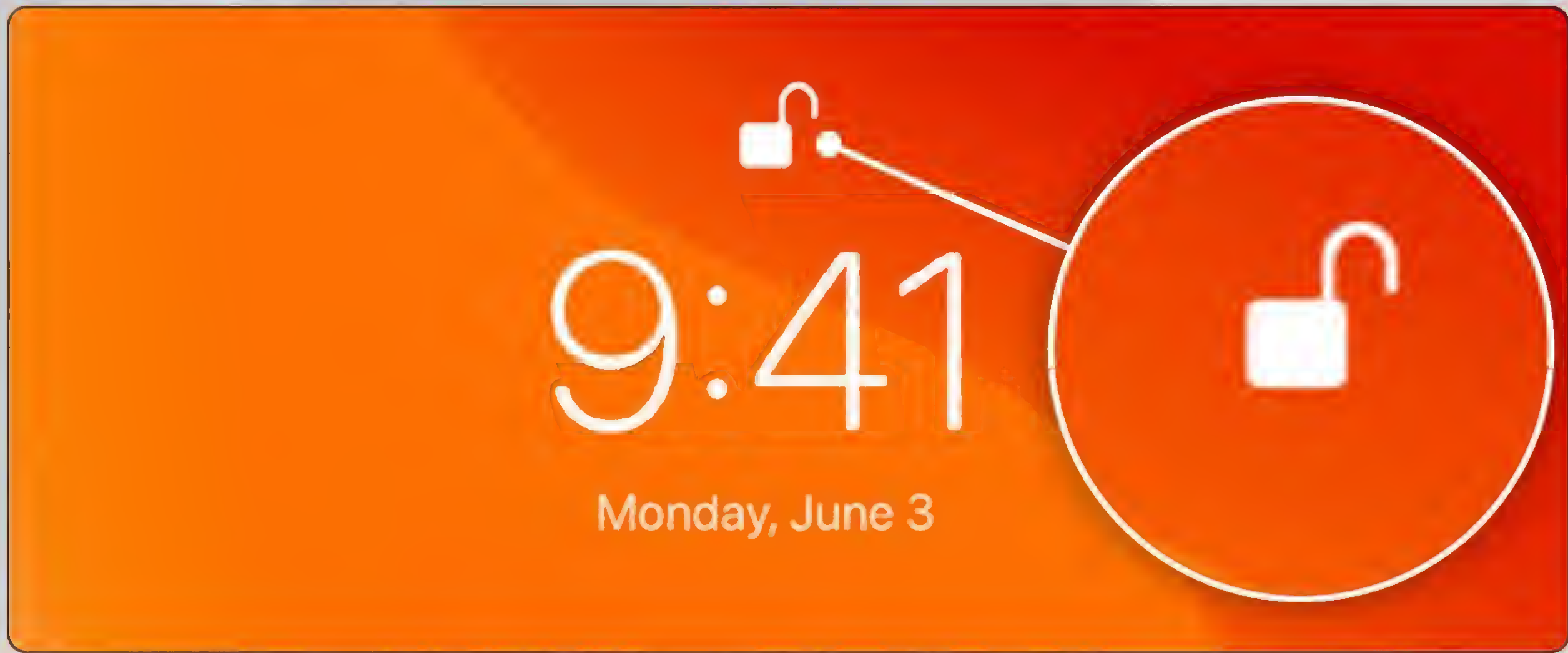
7 Once you have added your fingerprint, you will be asked to adjust your grip. Now you will need to scan the outer edges of your finger to finish.



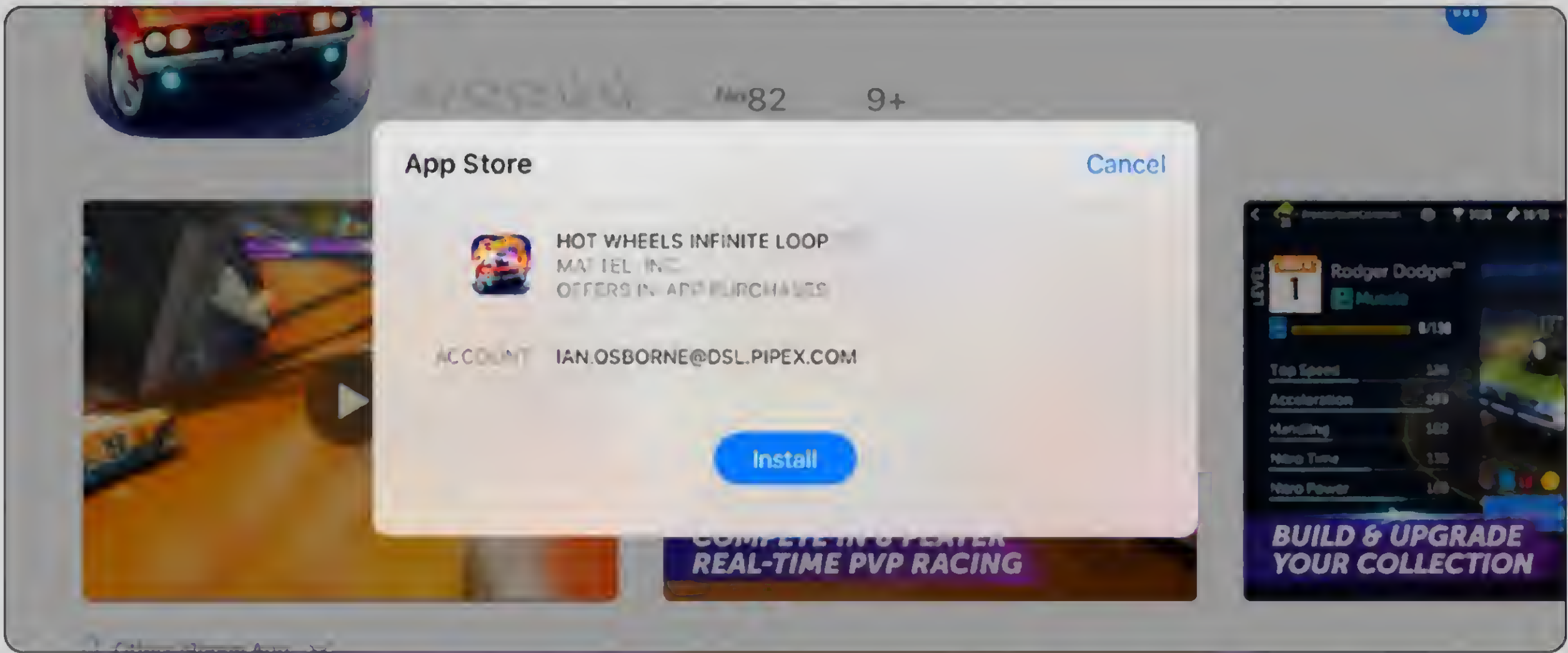
8 The options listed under Use Touch ID For are on by default but you can turn them off individually. Add more fingerprints by tapping Add a Fingerprint...

Using Your iPad's Touch ID.

There's much more to Touch ID than simply replacing a passcode and maintaining the security of your device. Let's look at the other things you can do on your iPad with your newly set up Touch ID feature, such as making purchases on your iPad.



Once you've registered your fingerprint with Touch ID, you can unlock your device by placing your fingertip on the Home button when your iPad is displaying the lock screen. This opens your iPad directly to the Home screen. NOTE: You cannot use your Touch ID to access your iPad immediately after restarting your device. Instead, you must first enter your passcode.



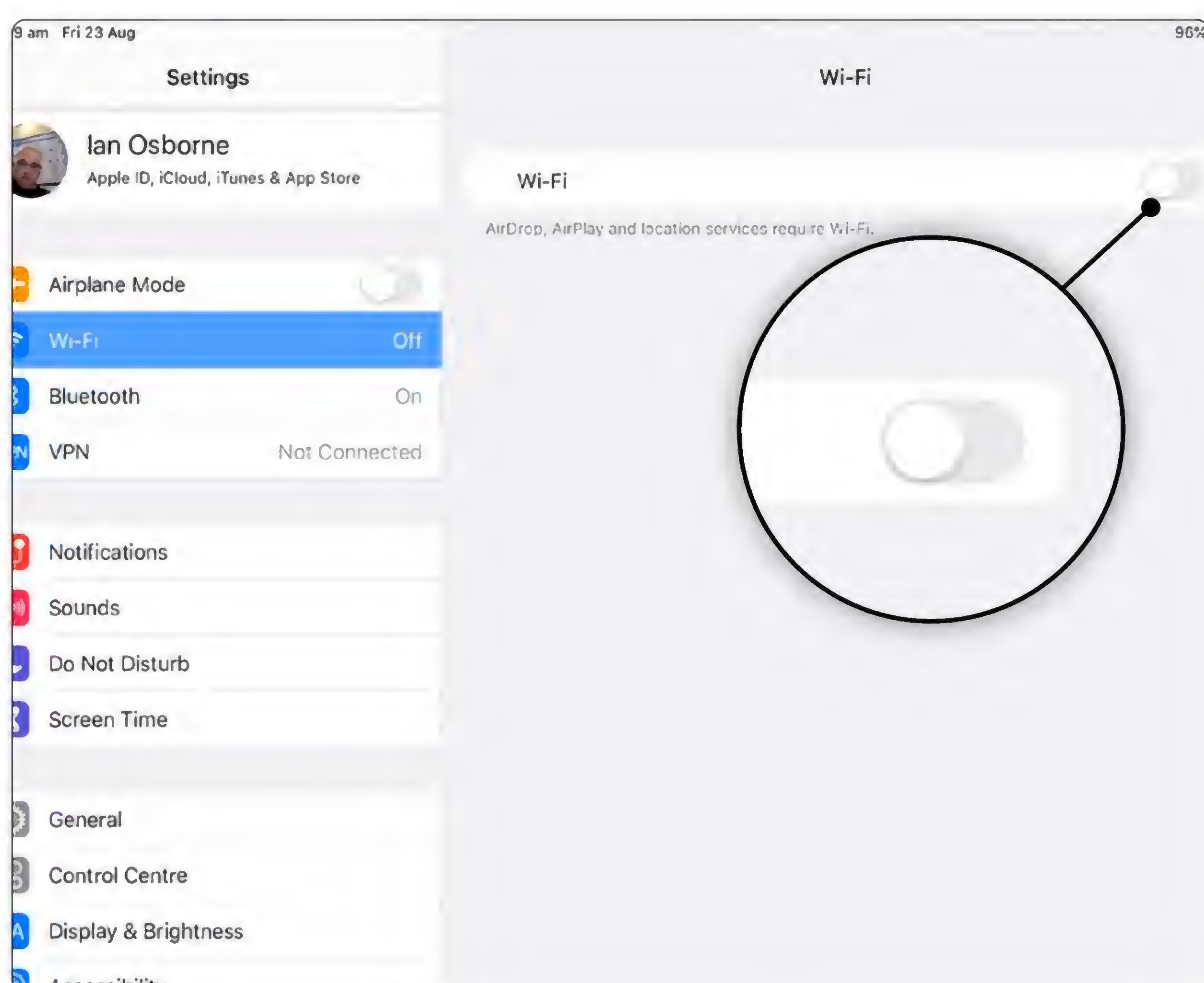
Making purchases is also easy. Open the App Store or the iTunes app and browse as normal. After initially setting up Touch ID, when you next make a purchase you'll be asked to enter your Apple ID username and password as per usual. Any further purchases or downloads to your device can then be confirmed and downloaded by placing your finger on the Home button. The app or item then downloads as normal.



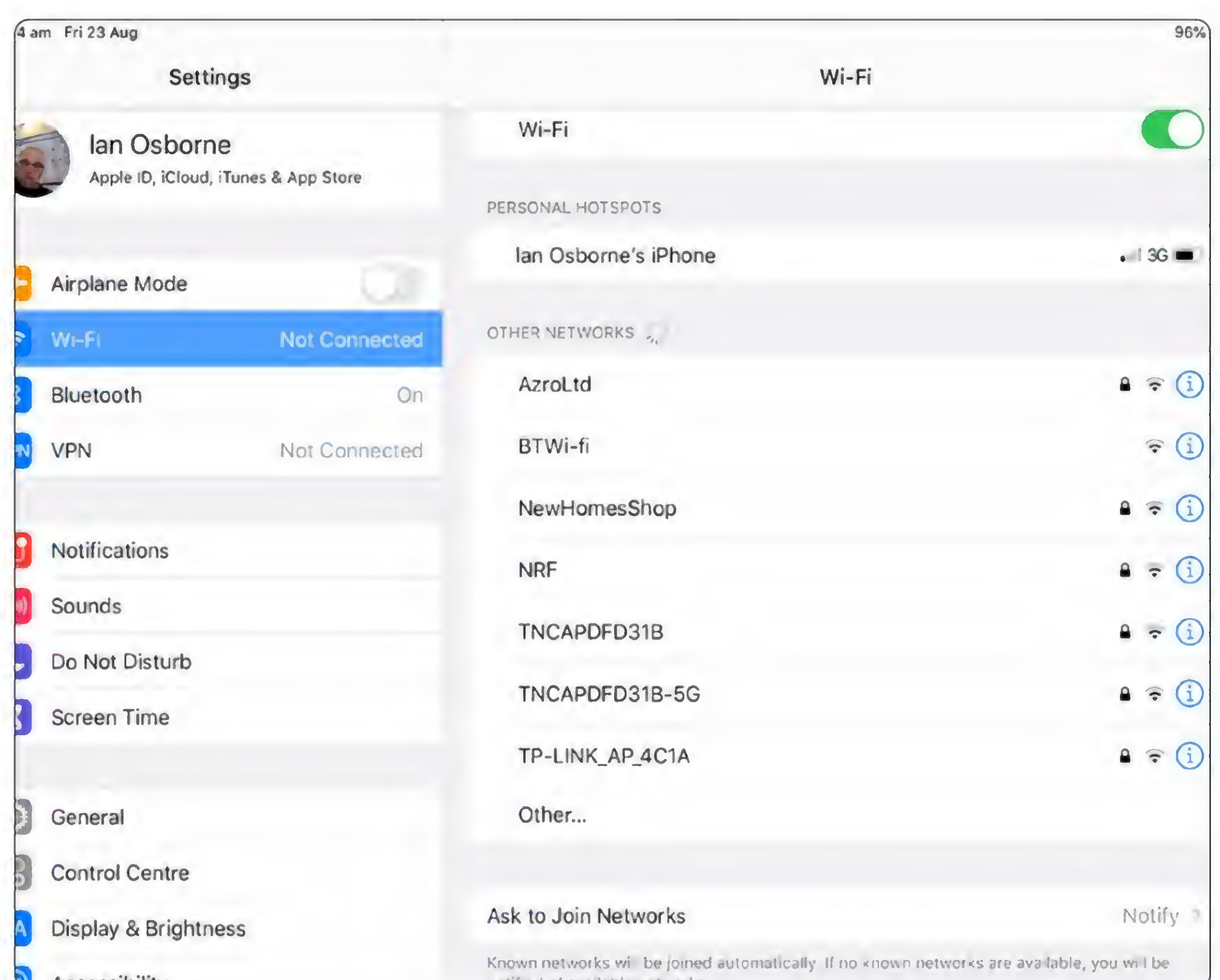
Internet Access

How to Get Online

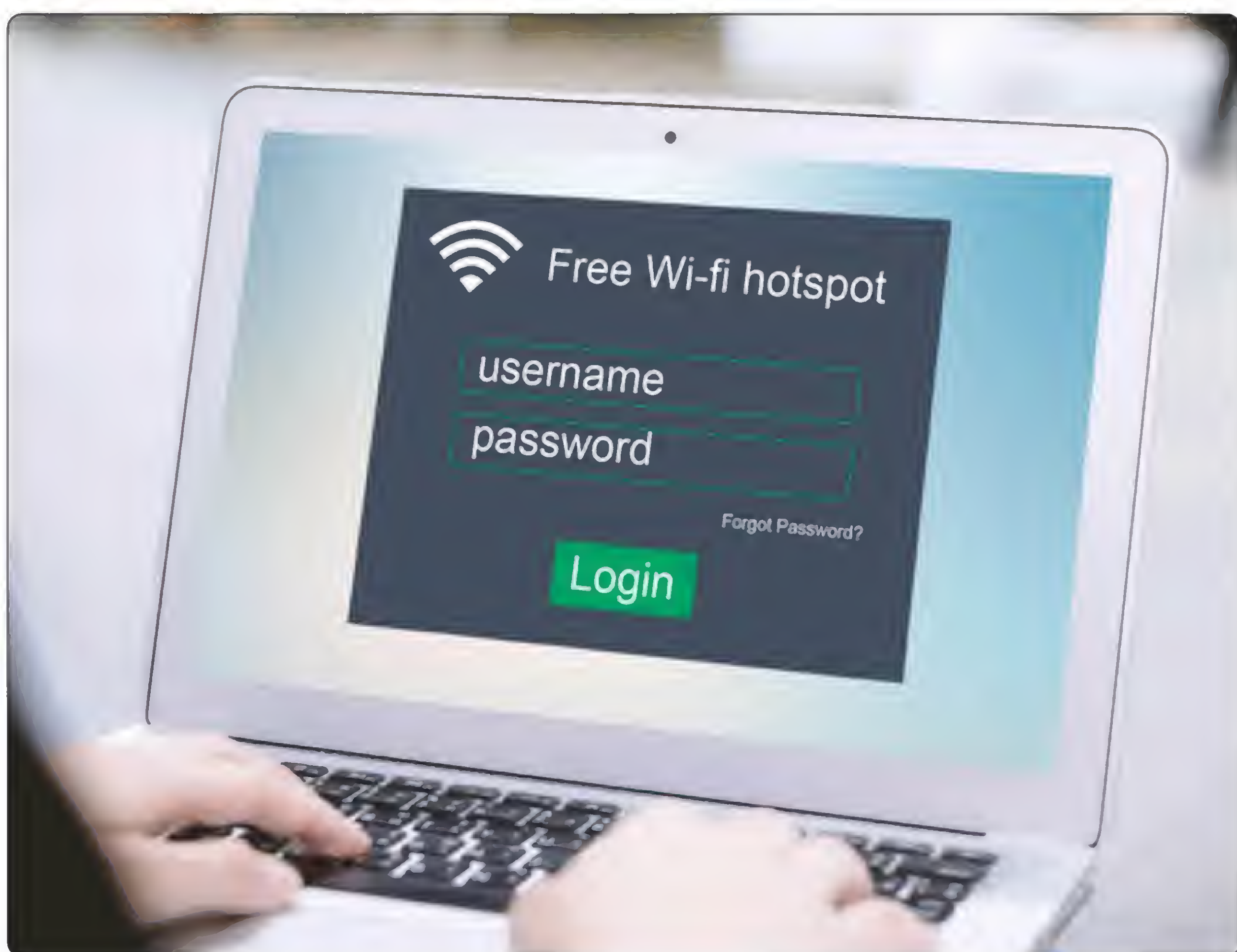
The Internet is a major part of your iPad experience and might well be one of the main reasons you chose to buy a tablet computer. Here's how to get online with your iPad, using either a Wi-Fi network or a data connection.



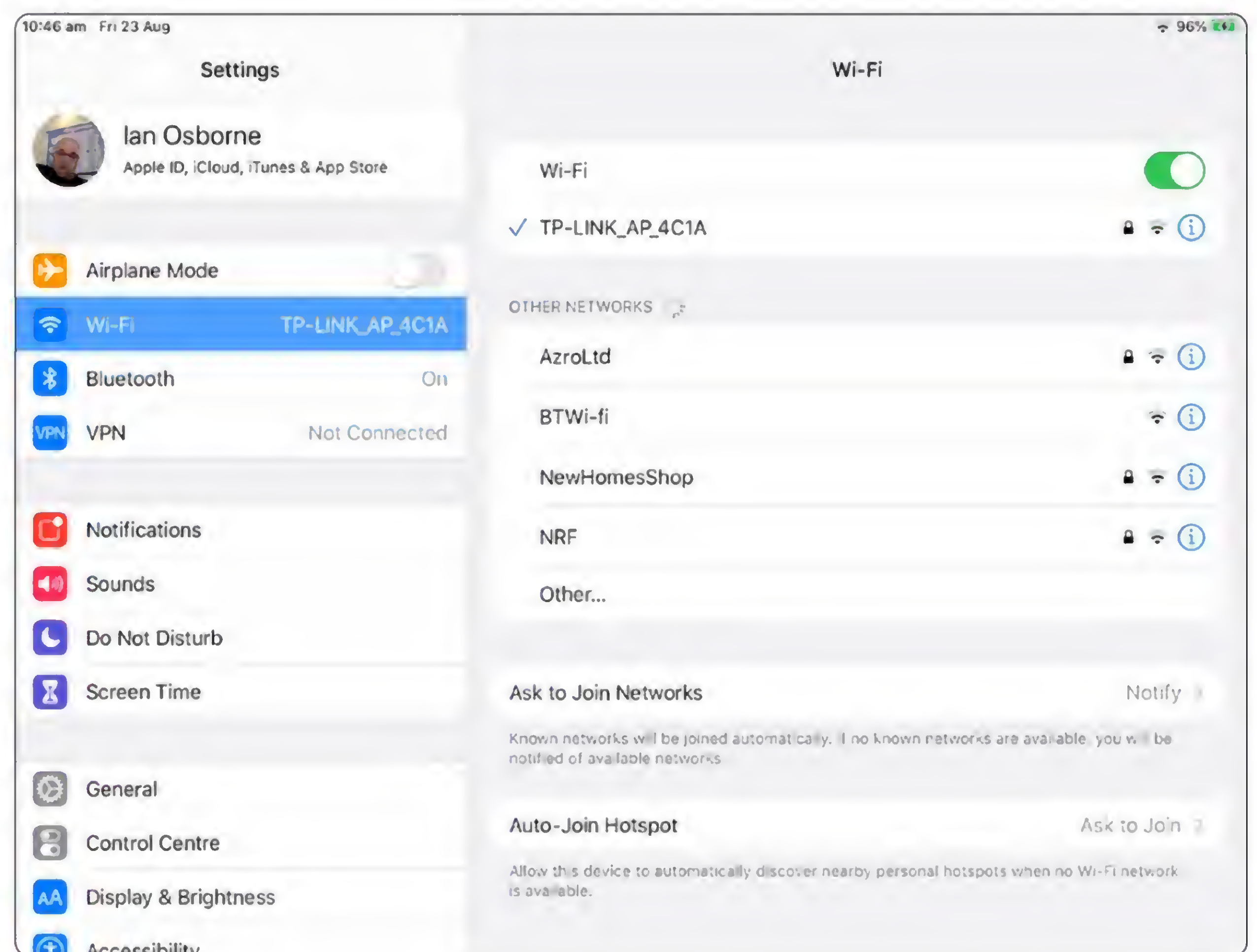
1 To turn on Wi-Fi, go to Settings > Wi-Fi and turn Wi-Fi on (or you can use the Control Centre; see Control Centre tutorial), after which, the iPad searches for all networks in range of your device.



2 If you're at home, pick your home network from the list and enter the security details to be allowed access. Take care to enter your password correctly, making sure, for example, that you don't confuse the letter 'O' and a zero.



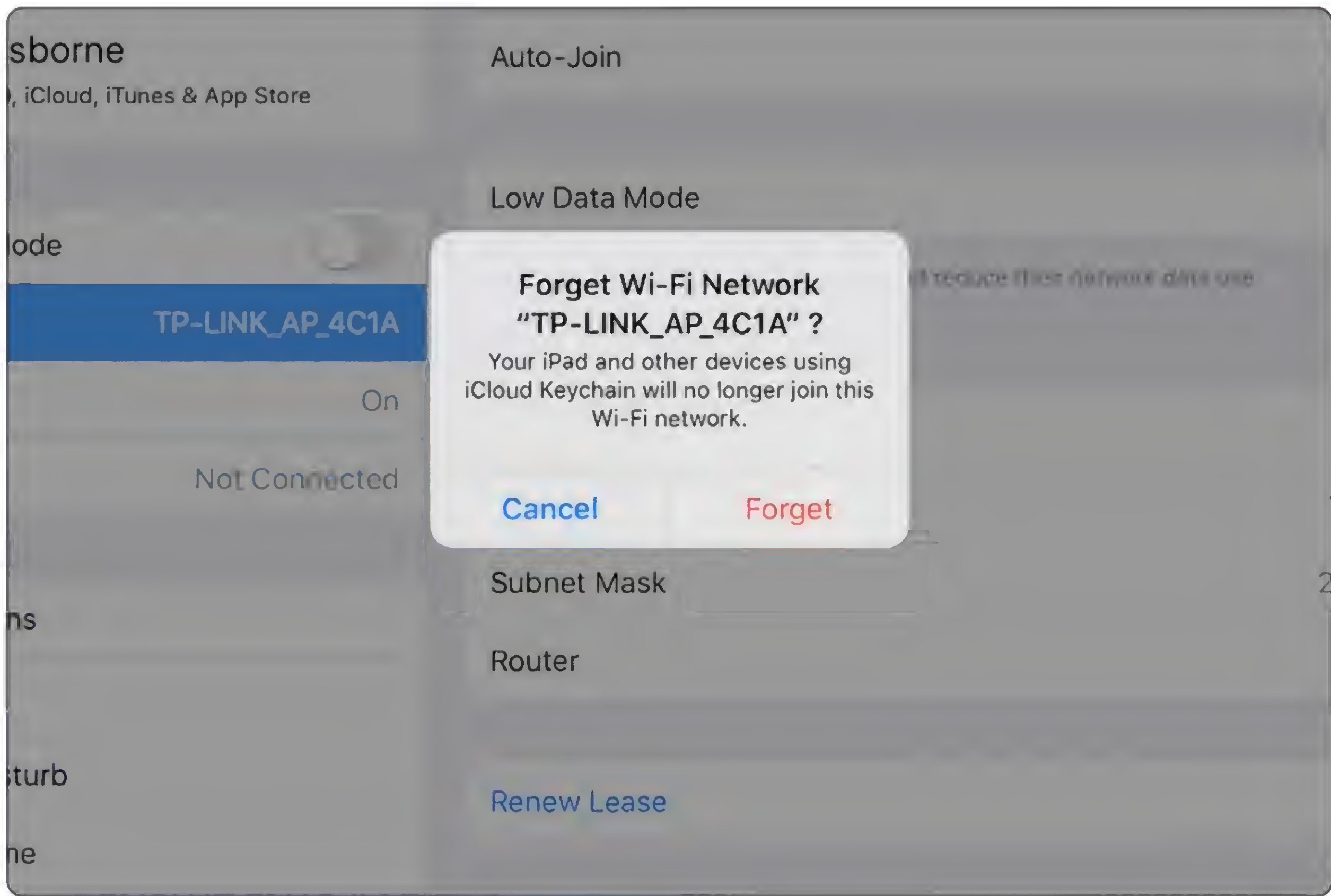
3 If you are in a public hotspot, maybe at a cafe or a hotel, it's very unlikely to have security so you can just connect. You probably need to find out the login details from whoever is providing the Wi-Fi service.



4 From now on, whenever you are in range of this Wi-Fi service, the iPad automatically connects to it without you having to input a password again. If more than one is in range the iPad rejoins the last network it joined.



5 You can share Wi-Fi passwords between devices running iOS 11 or later. Just go to the password screen on the device you want to take onto the network and a prompt appears on a nearby iOS device that's already connected.

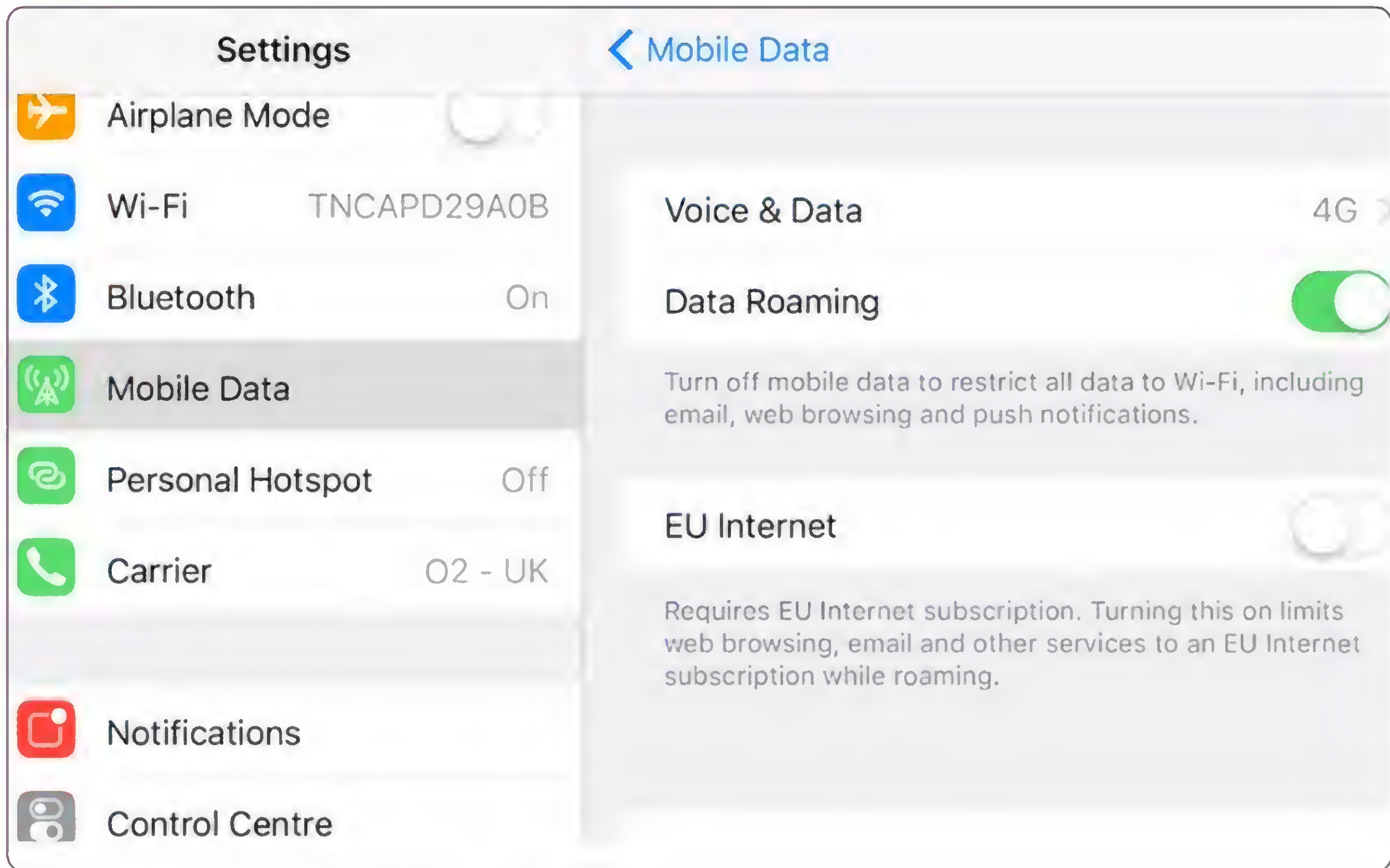


6 If your iPad keeps connecting to a network you no longer want, go to Settings > Wi-Fi and tap the 'i' next to the network in question. Now tap 'Forget this Network'. If you want to use it again, you have to re-enter its password.

Joining a 4G or 3G Network



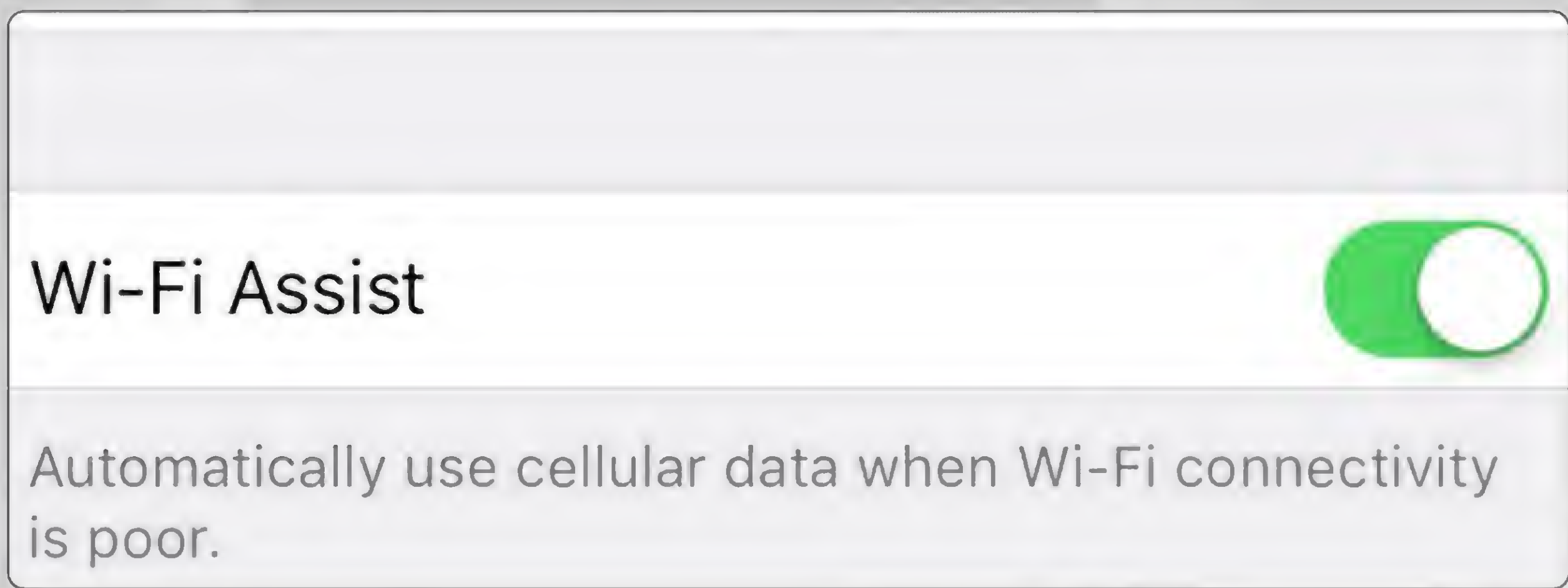
1 When the iPad connects to the Internet using the mobile data network, you see the 3G, EDGE or GPRS icon in the status bar. If you travel outside your usual mobile network coverage, you can use 3G by turning Data Roaming on: Settings > Mobile Data > Mobile Data Options.



2 Roaming charges may apply. To avoid these charges turn Data Roaming off. You can monitor your mobile network data usage by going to: Settings > Mobile Data and see Mobile Data Usage. Settings may vary depending on the carrier in question.

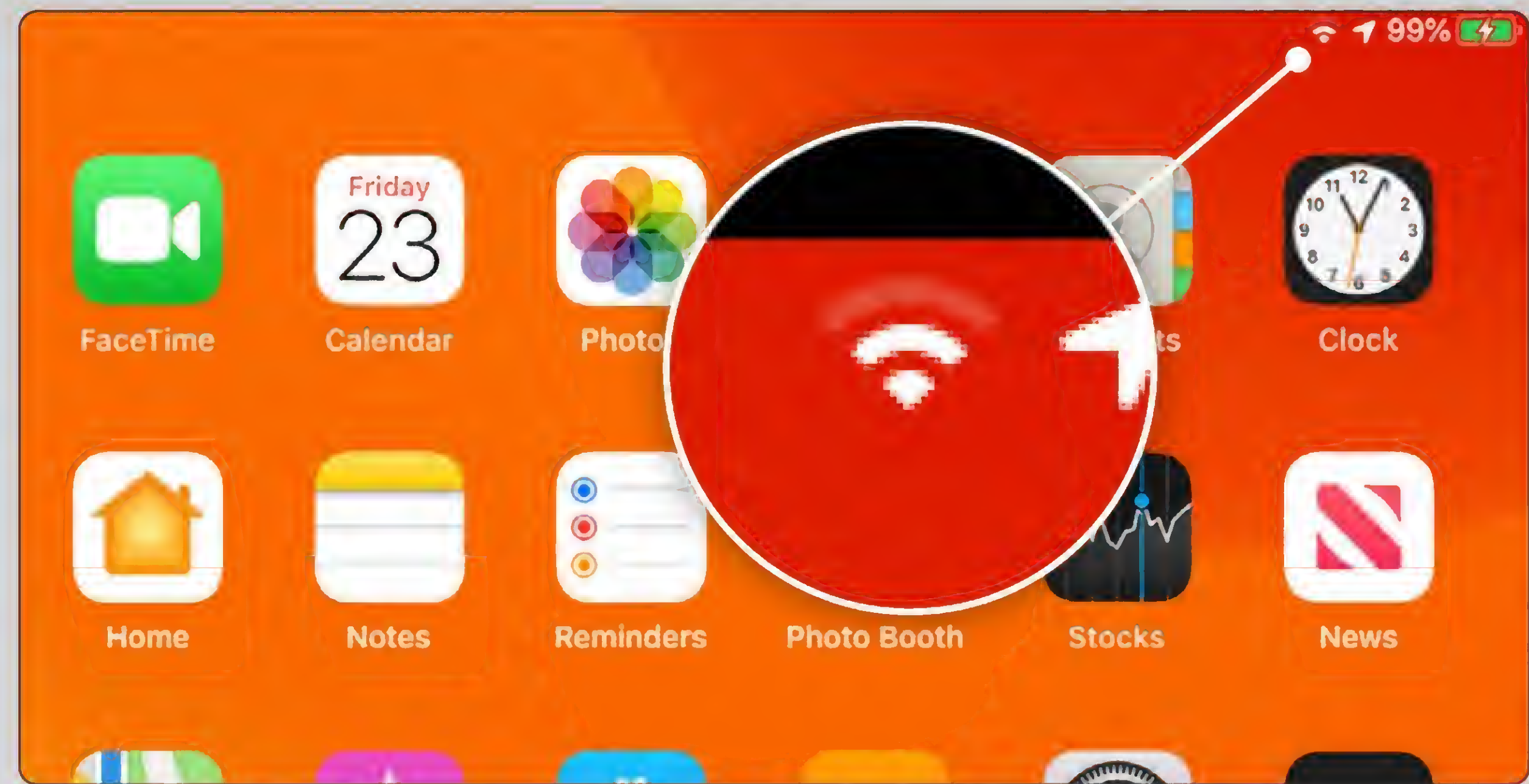
Wi-Fi Assist.

You can set up your iPad to ignore weak wireless signals, sticking to a mobile connection instead. If you connect to a Wi-Fi network but the signal drops, it automatically switches to mobile data. Go to Settings > Mobile to switch it on. Obviously, this doesn't apply to Wi-Fi only iPads, as they don't have mobile connectivity.



Checking Wi-Fi Strength.

There is a Wi-Fi indicator on the status bar at the top of the screen, depicting the signal strength. The more bars visible, the stronger the signal.

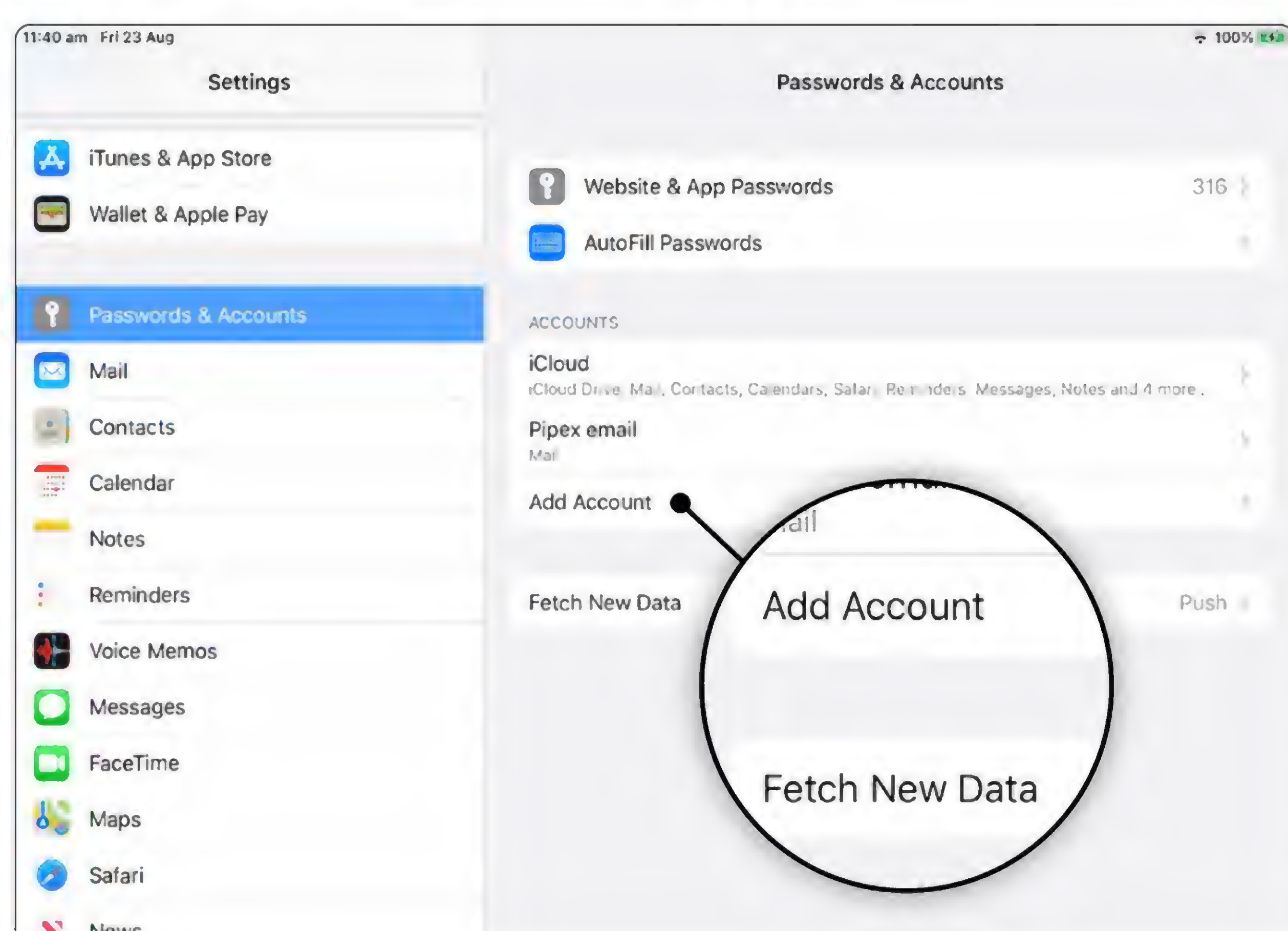




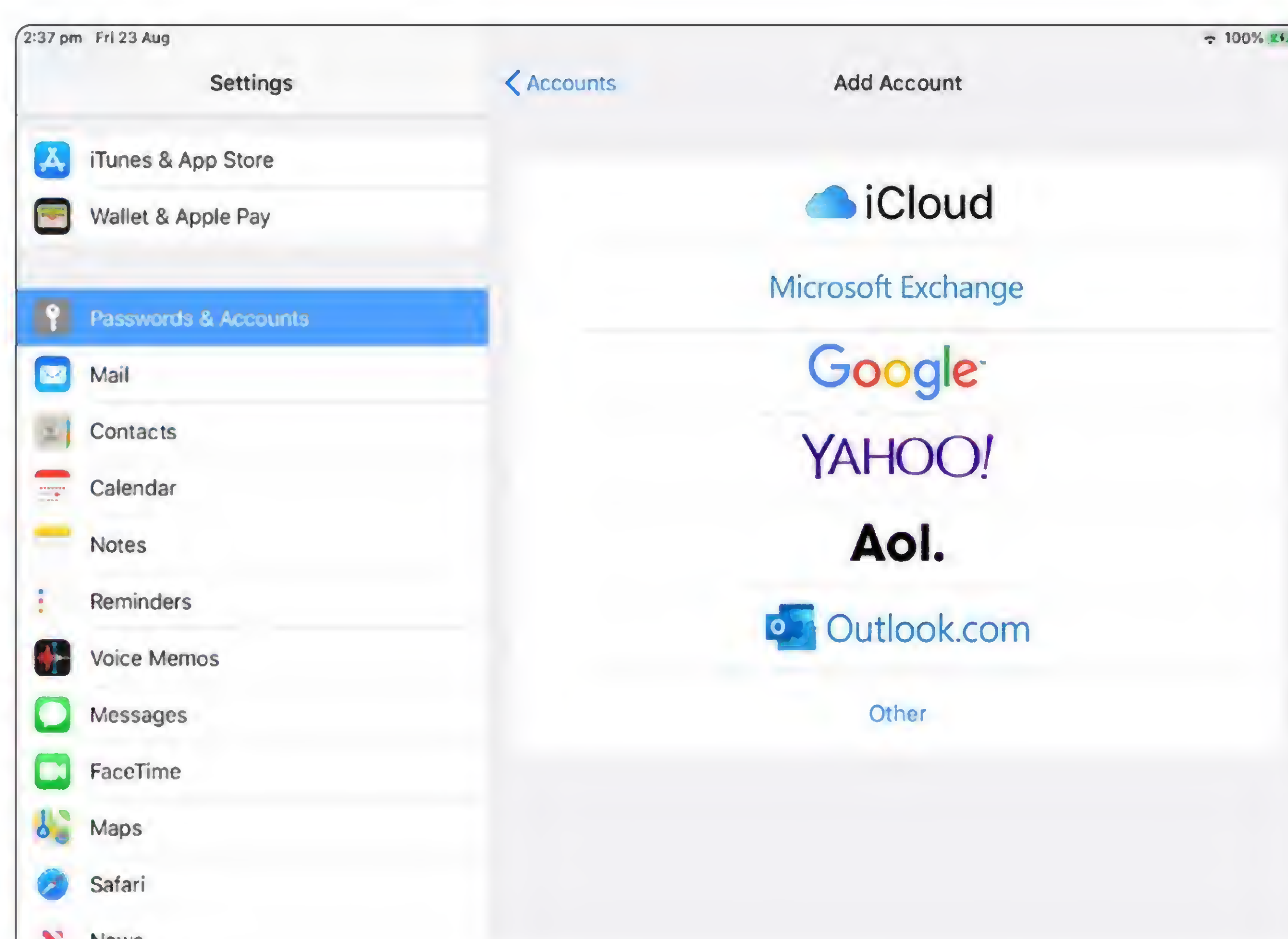
Setting Up Email On Your iPad

Your iPad can send and receive email but first you must set up your email accounts. This is how to do it whether you're using an iCloud account, a free web account or one from the company that provides your Internet service.

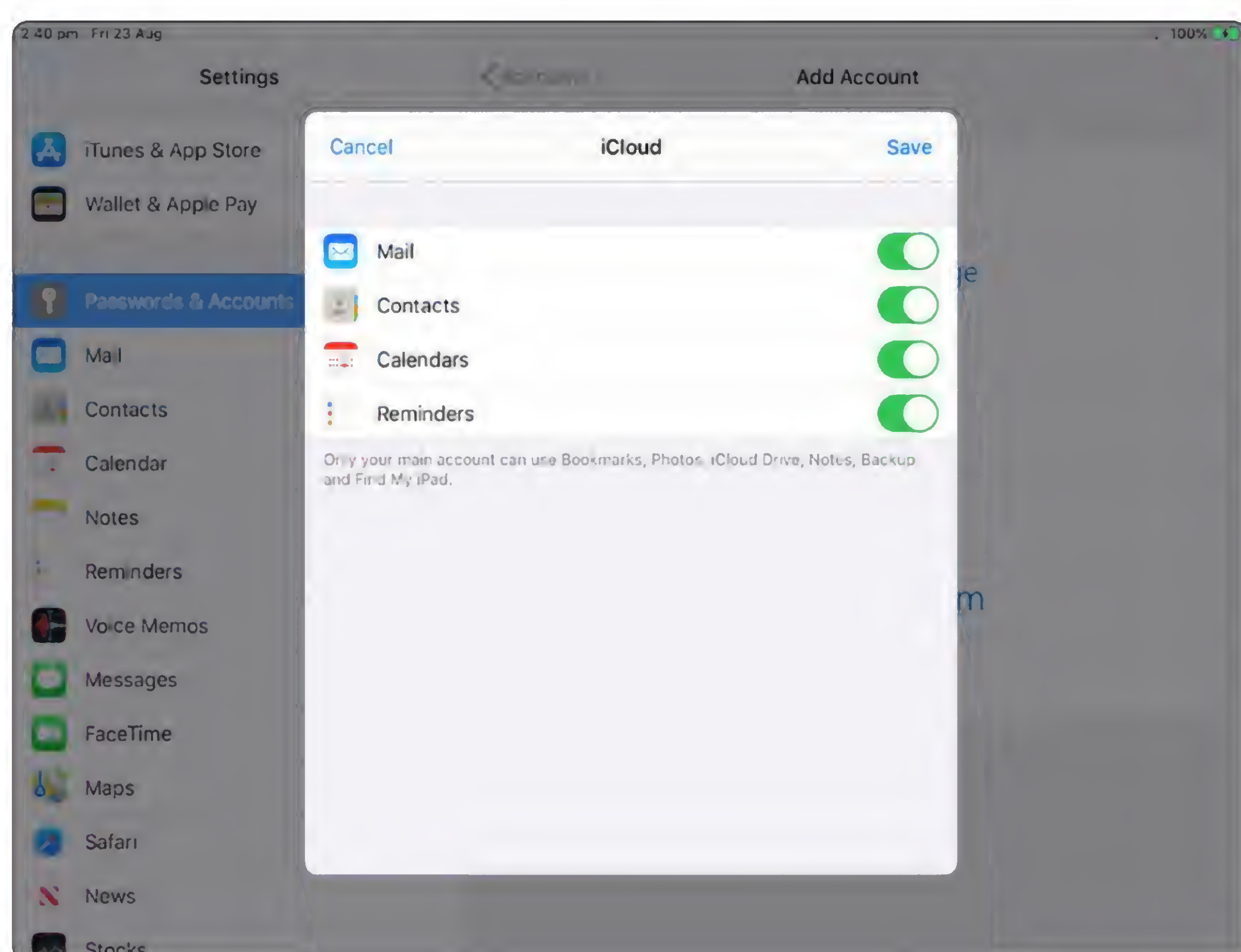
Set Up iCloud Mail



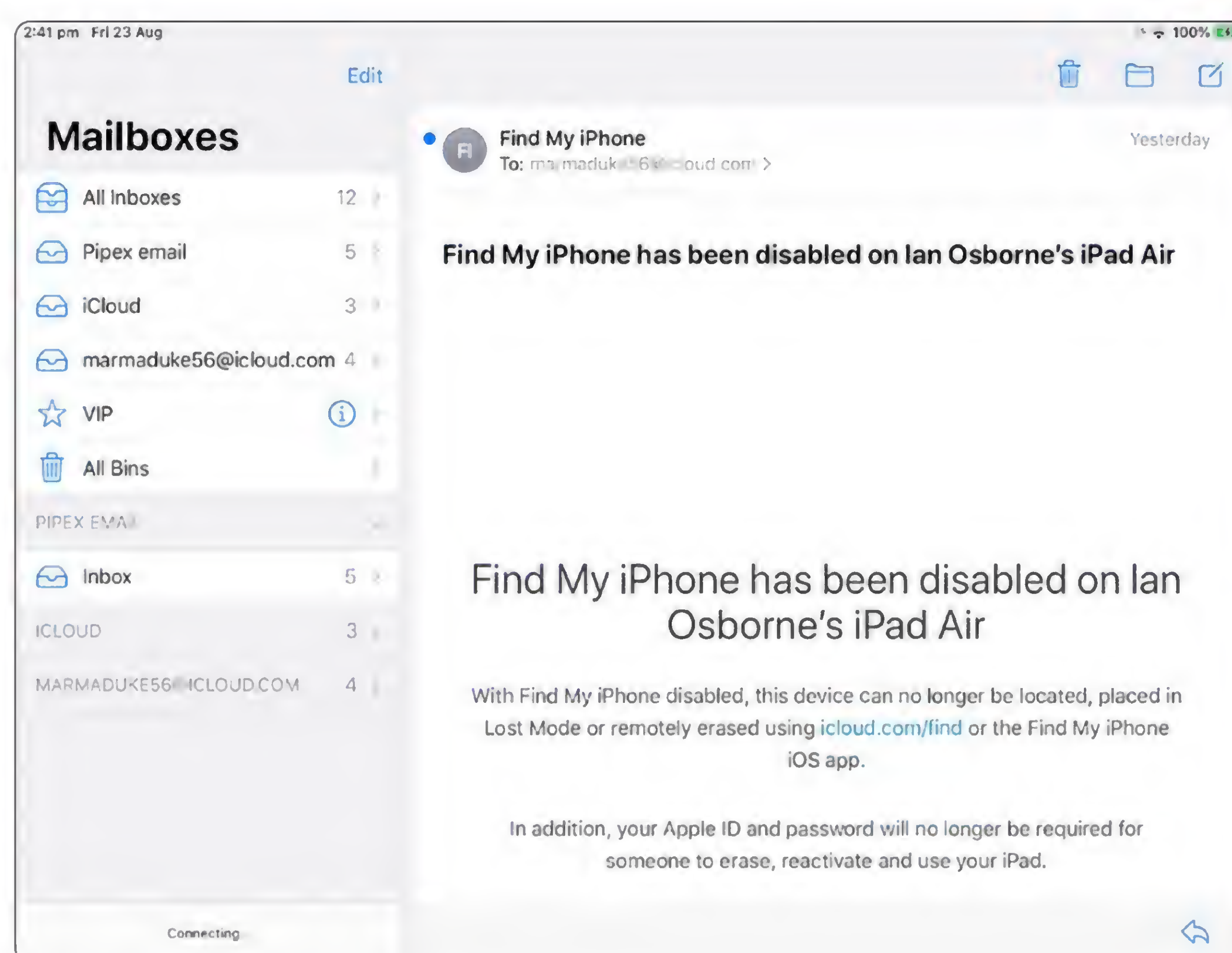
1 Tap the Settings icon located on the Home screen of your iPad and scroll down the left side panel and select the Passwords & Accounts option. From here tap the Add Account option at the foot of the Accounts section.



2 From this screen tap on the iCloud link and enter your Apple ID and password; these are the details you entered when you first set up your iPad. Tap Next to automatically verify your details. It may take a while to do.



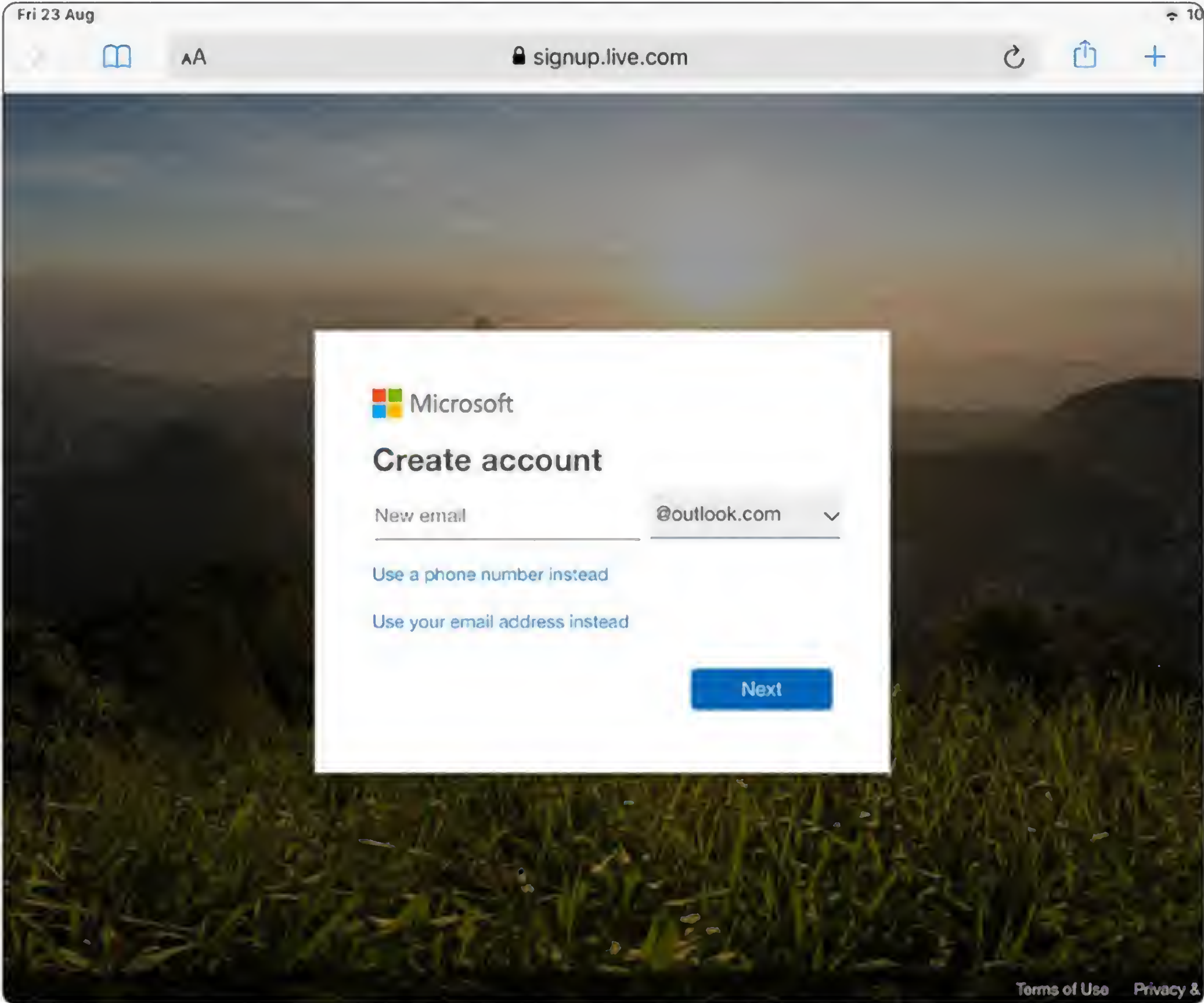
3 You now see a pop-up message asking you to give iCloud access to your location and Find My iPhone. OK both and you're taken to this screen, where you select which apps use iCloud. Slide the Mail link to the On position.



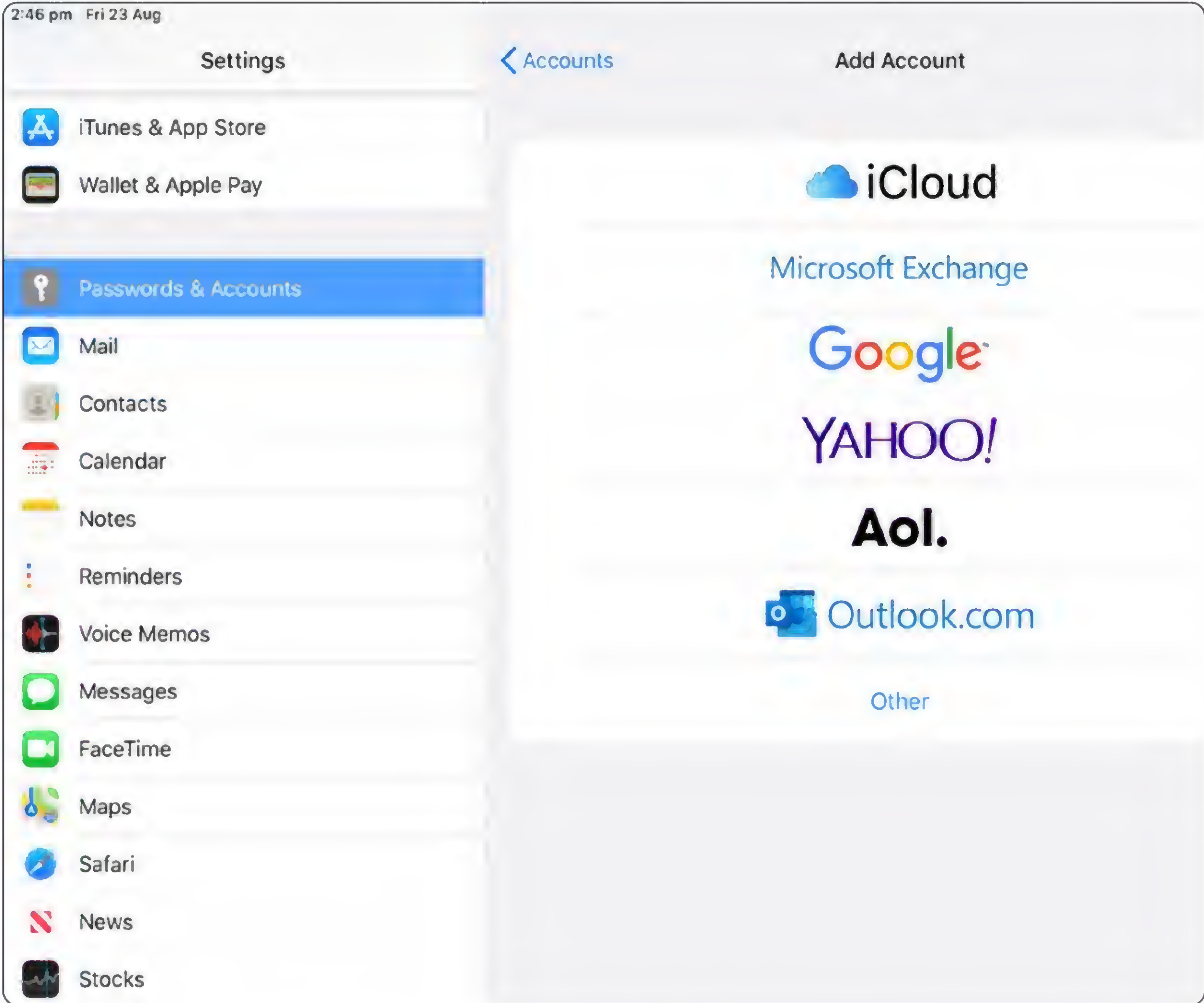
4 Your new iCloud account is now available to use, alongside any other email accounts you might have added. Of course, if your iCloud account was the first email account added to your iPad, it will be the only address here.

Set Up Web-based Email Accounts

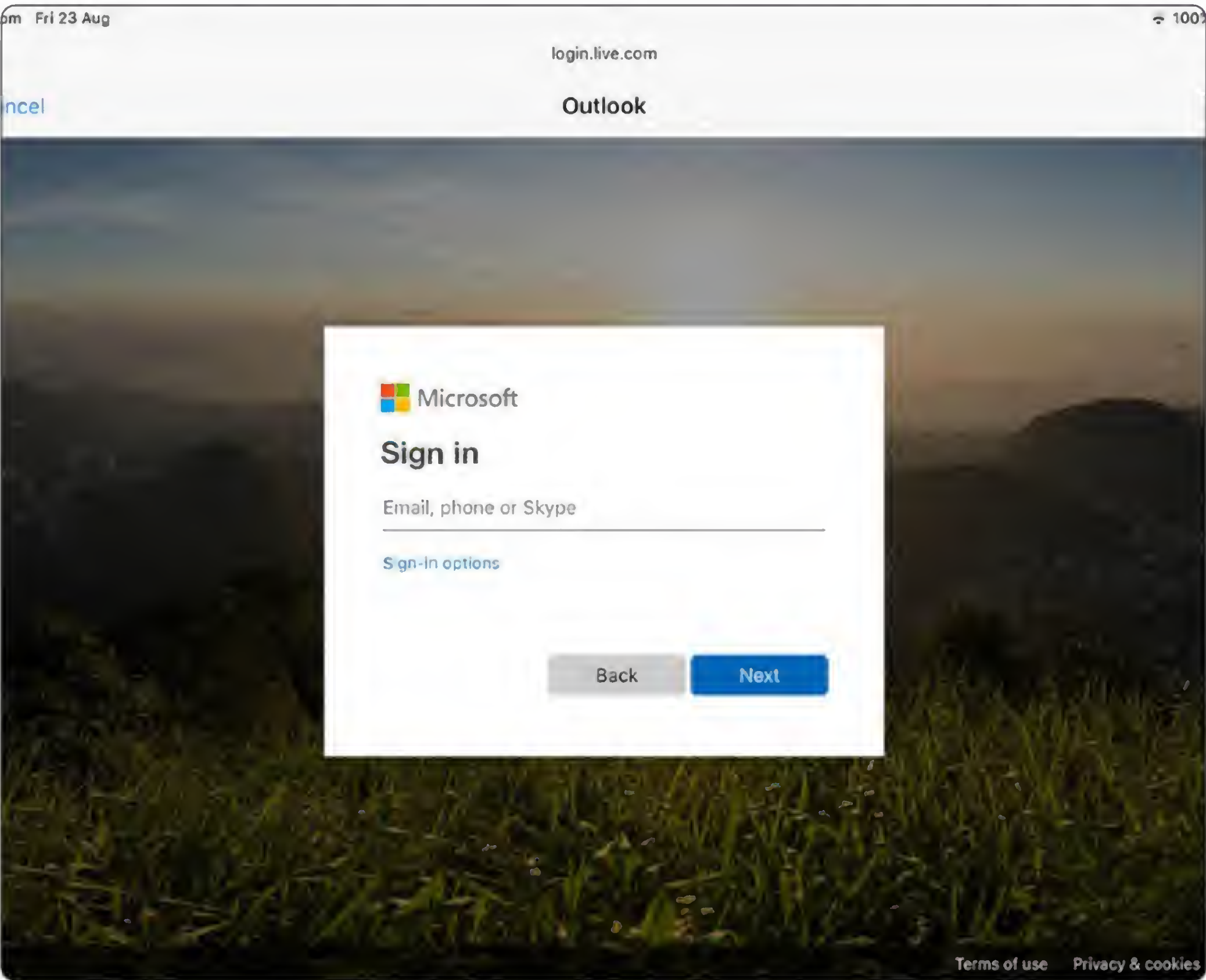
You can set up and use a variety of free, web-based email accounts in Mail, including Gmail, Yahoo, AOL or Microsoft Hotmail. Doing so is a little more complicated than setting up an iCloud account, but it's still not too difficult.



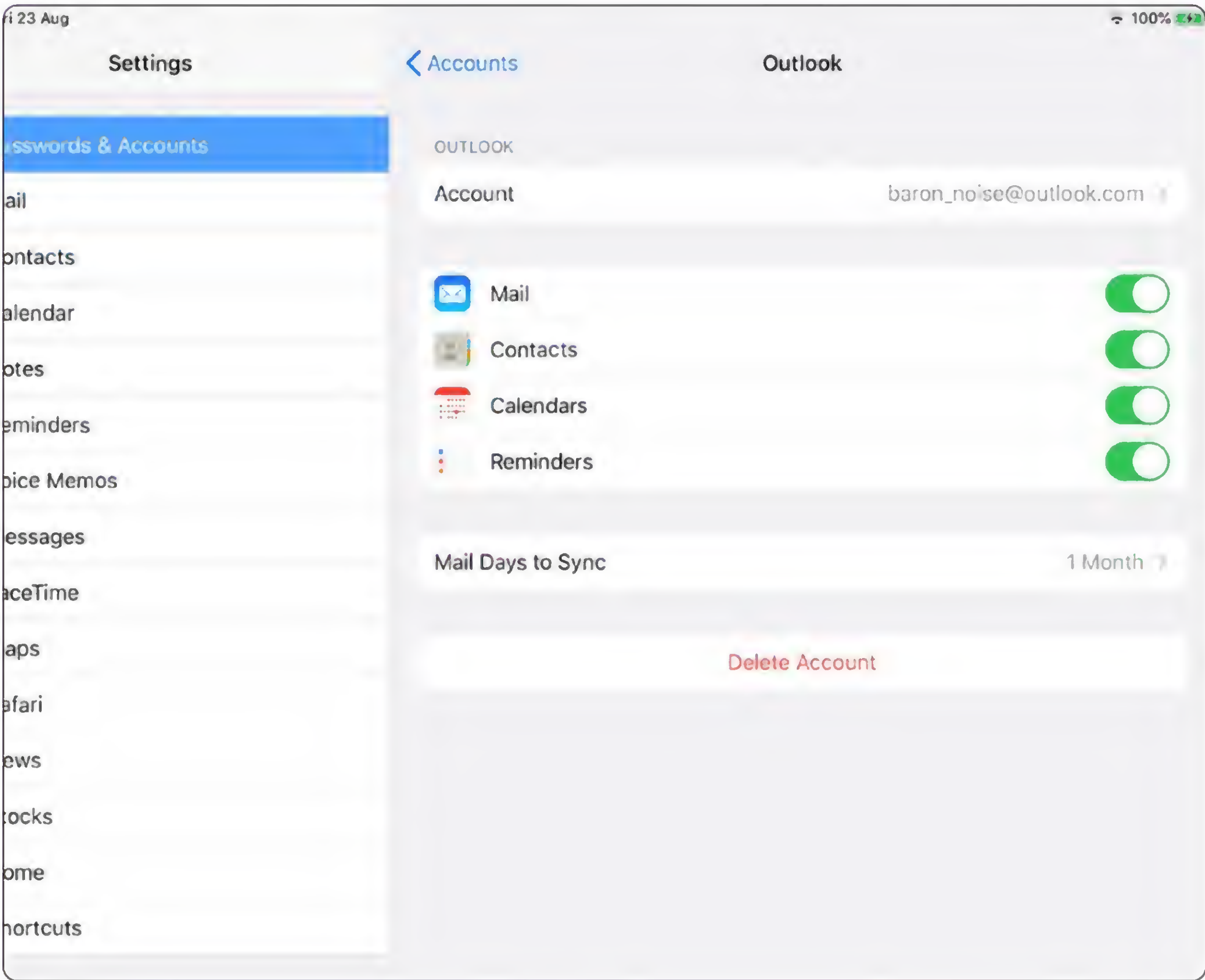
1 To access accounts from these email providers, you must have already set up an active account with one of them. To do this you need to visit their respective websites and follow the onscreen instructions, then come back to add the account to the Mail app.



2 Go to Settings > Accounts & Passwords > Add Account again and tap on the Gmail, Yahoo, AOL or Microsoft Outlook link. The process is the same and if you have more than one web-based email account, you can come back and add another later.



3 Follow the on-screen instructions, entering your email address (that's the one for the account you're registering with your iPad), password and any other details you're asked for. Agree to iOS getting access permissions, then move on.



4 You're asked to give iOS various permissions. If you can't modify these permissions while you configure your account, you can do so later by going back into Settings > Accounts & Passwords. Agree, and you're up and running with your new email account on your iPad.

Setting Up a Microsoft Exchange or Other Email Account.

To start the process of collecting email on your iPad if your account is hosted by a provider other than those listed on this screen, or hosted via Microsoft Exchange, you will need to tap either the Other or the Microsoft Exchange link respectively. You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPad. As these details are all different for each provider, we can, alas, only send you in their direction for help. Check the support section of their website, or their telephone helpline.



The Touchscreen Better with Gestures

Your iPad's touchscreen knows when you have more than one finger touching the screen at once. This makes all sorts of useful gestures possible, such as rotating, pinching, spreading and more. Here's how they work.



Touch

To activate items such as applications, to use the on-screen keyboard, or to press on-screen buttons, touch them with your finger. The touchscreen is sensitive to the tiny electrical charge in our bodies, so you don't need to press hard.



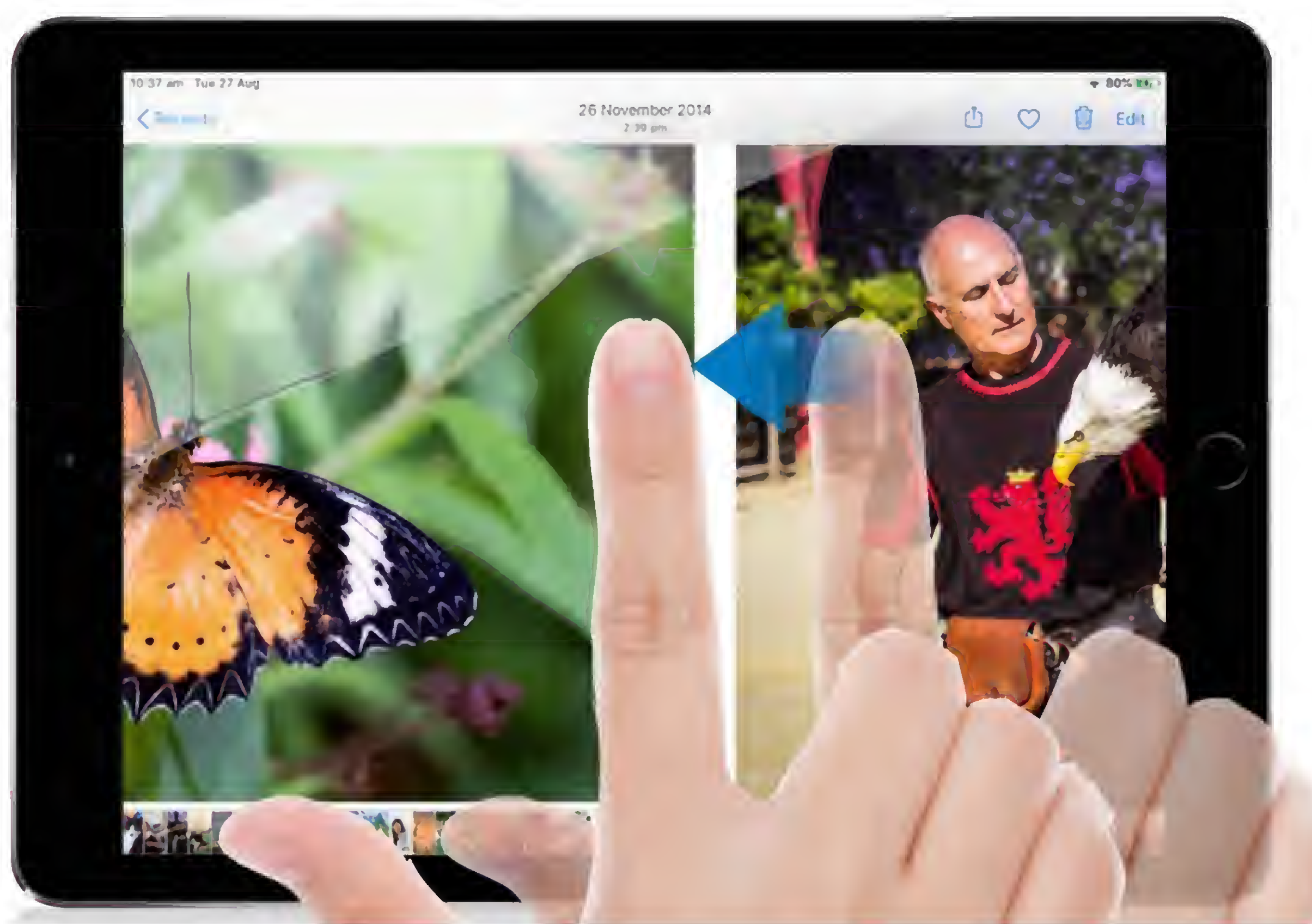
Touch and Hold

You can touch and hold an item on the screen by placing your finger on it and not lifting that finger until an action occurs. This action depends on what you're touching; it could be a menu opening or an icon lifting off the screen and showing it's able to be moved.



Double-tap

Tap quickly twice on a web page, map, a photograph or other screen to zoom. Double-tap a section of a web page in the browser to zoom fit it to the width of the screen. Double-tapping a piece of on-screen text can highlight a single word too.



Swipe or Scroll

Menus and web pages you access on the iPad often require you to scroll. For example, in Photos, you swipe to scroll through your pictures. To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it.



Drag

To drag items around the Home screen, touch and hold an item for a moment and when the pop-up menu appears, drag it into the required position without lifting your finger. Then to drop the item into that location, simply lift your finger. This works for dragging other items around the screen too, for example, reordering lists.



Twist to Rotate

In the Photos app, you can rotate a picture by placing two fingers on it and twisting them left, or right. The picture then follows the rotation of your fingers, turning clockwise or anti-clockwise. You can combine this with the pinch and spread gesture to zoom into, and out of the photo, while you rotate it.



Access Control Centre

To access the Control Centre, swipe in from the top right of the screen with a single finger. To get rid of it again, swipe diagonally towards the top left corner.



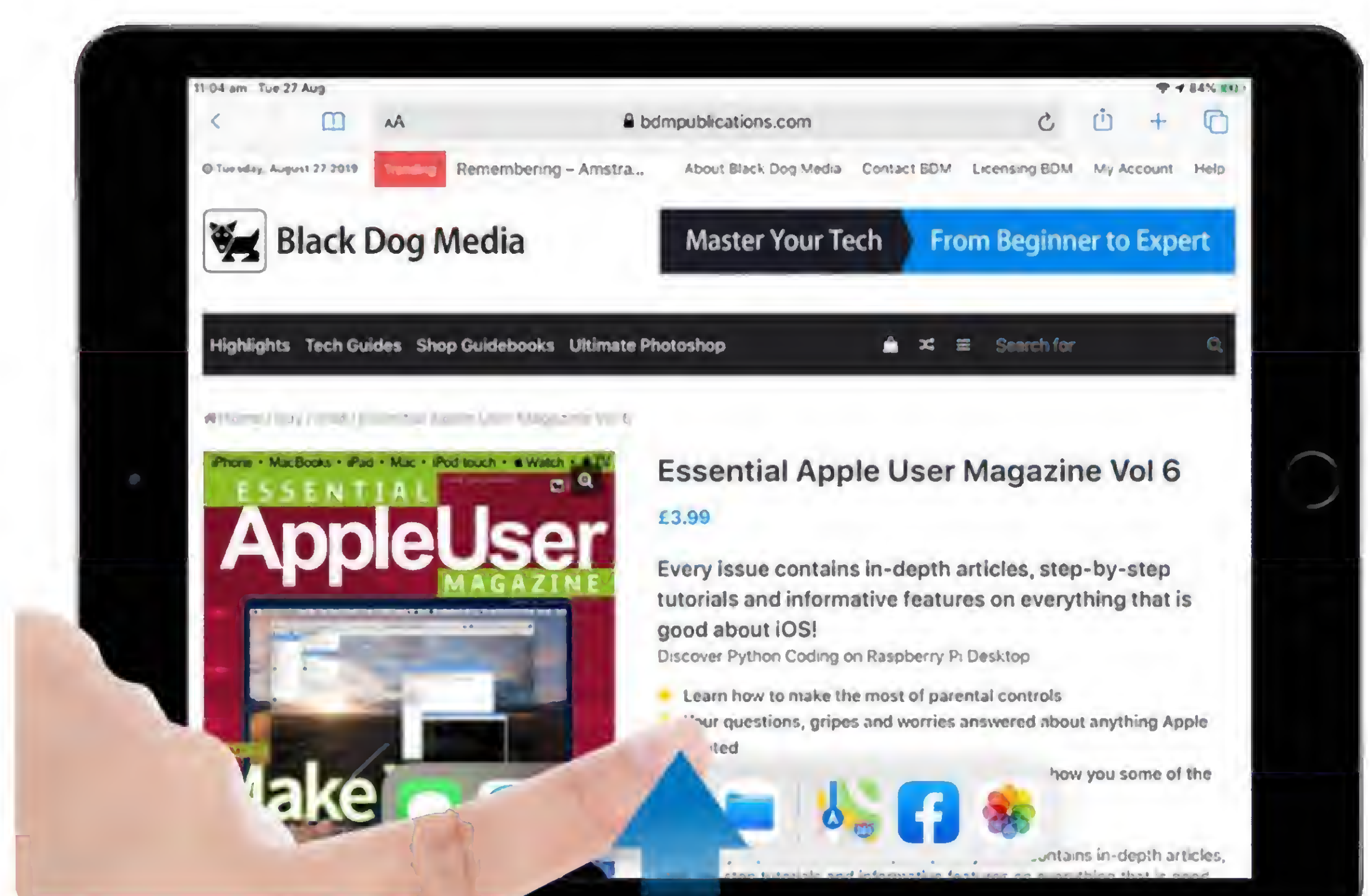
Opening the Siri Search Screen

On the Home screen, place two fingers on the screen and swipe down. The Siri Search Screen opens and you can do a system-wide search across your iPad.



Pinch and Spread

To pinch or spread, place your thumb and forefinger on the screen and bring them together or move them apart. It's great for zooming into and out of photos and Maps.



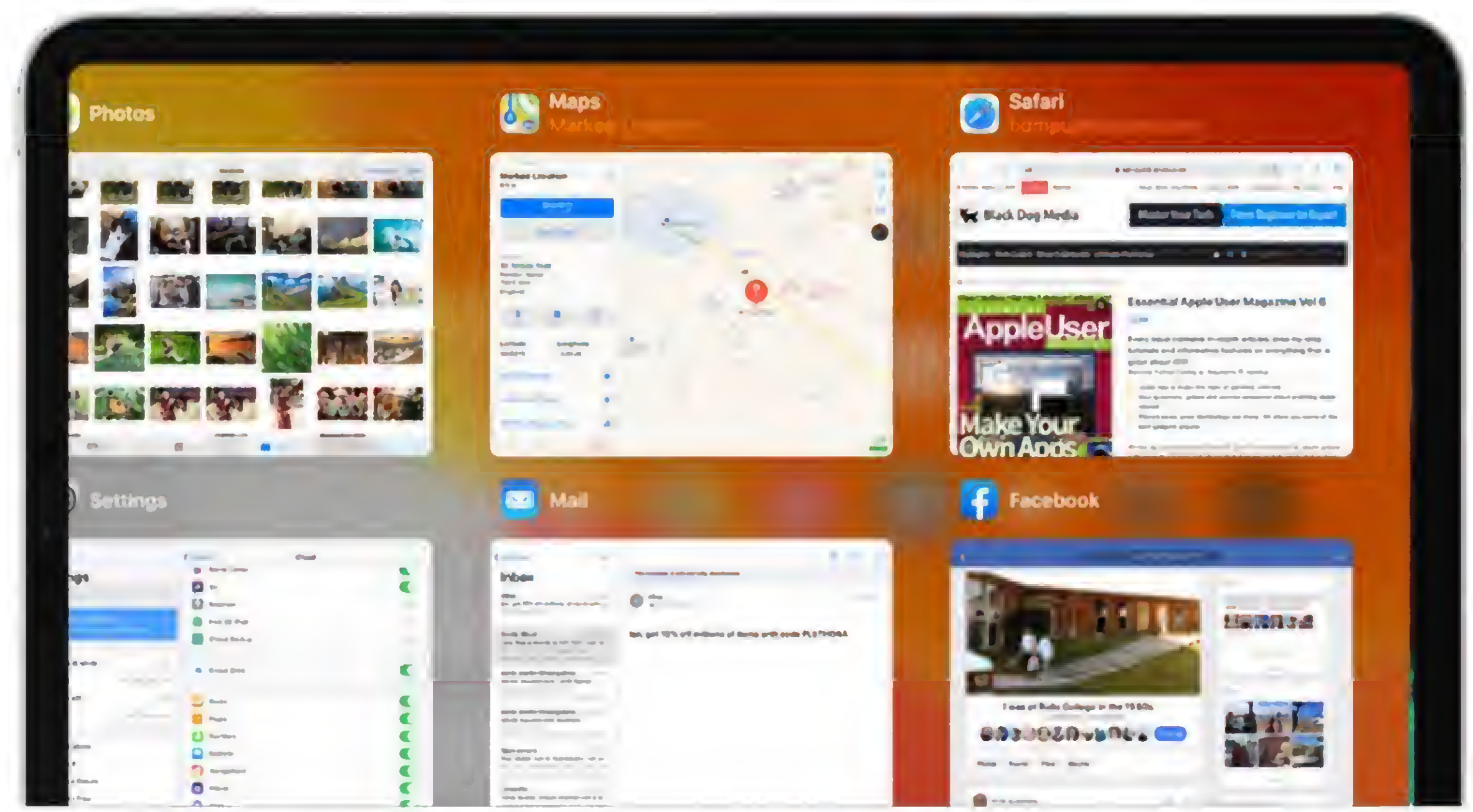
Open Dock

To open the Dock, when in an app, swipe up from the bottom of the screen. Make it a small swipe, or you activate another feature. Close the Dock by swiping it down.



Moving Apps

To move apps around the Home screen (to reorder them), tap and hold any app icon until the pop-up menu appears. Now, either select Rearrange Apps or just drag it. The app icons wobble, and show an X. Rearrange them as needed. To stop them wobbling, either press the Home button, or tap Done in the top right corner.



The App Switcher

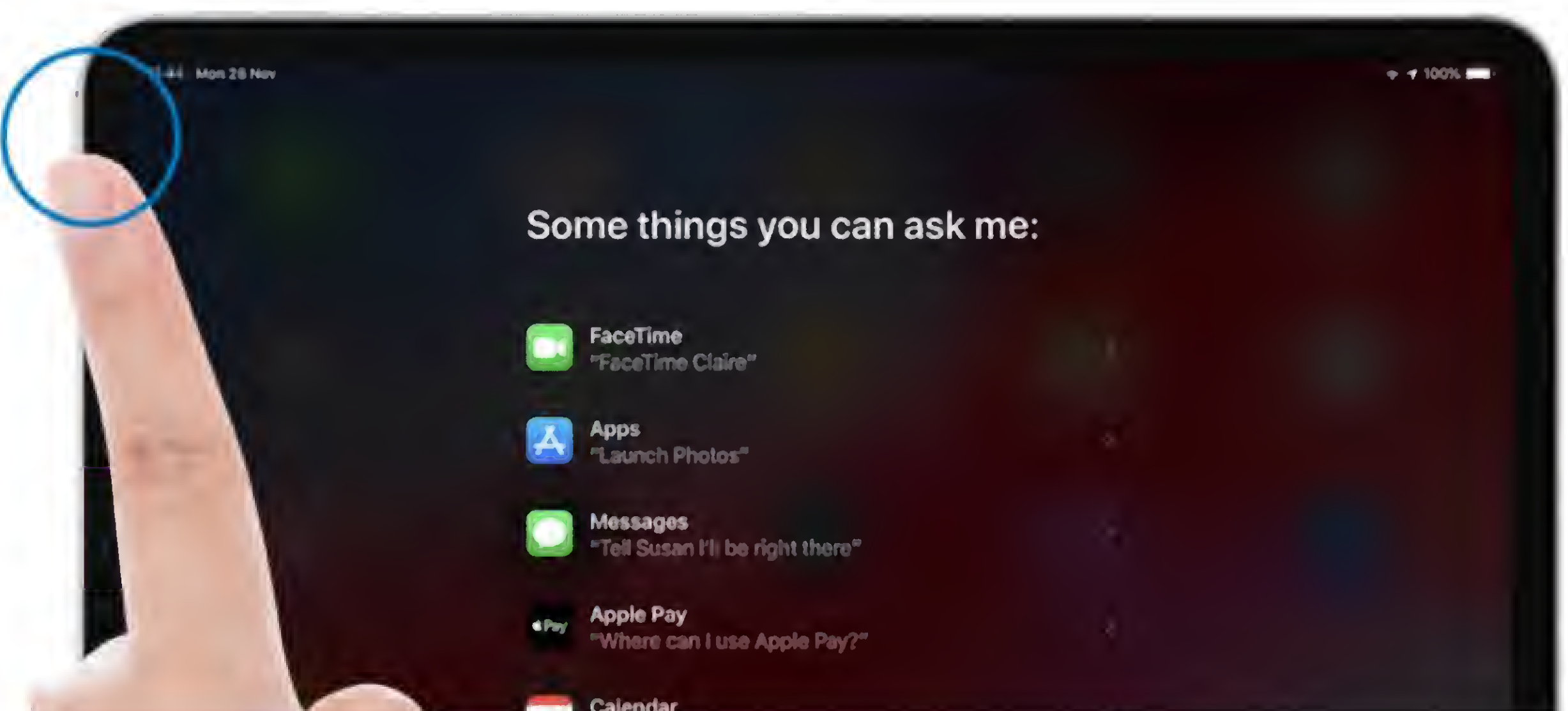
To access the App Switcher screen, either place all five fingers on the screen and pinch them together, or swipe up from the bottom of the screen and release when the apps appear. If you have a Home button, you can also press it twice. Tap an app to switch to it, and swipe an app off the top of the screen to close it.

Gestures for iPads with No Home Button



Swipe Up for Home Screen

On previous iPads, you could get to the Home screen by pressing the Home button. As the latest iPad Pros don't have a Home button, a new gesture is required. Simply swipe up from the bottom of the screen and the Home page is revealed.



Accessing Siri

Siri is another feature that previously required the Home button, so needs a new method of activation on the 2018 iPad Pro. Press and hold the Top button until Siri appears. When you're done, tap the Side button again to close the feature.



Restart Your iPad Pro

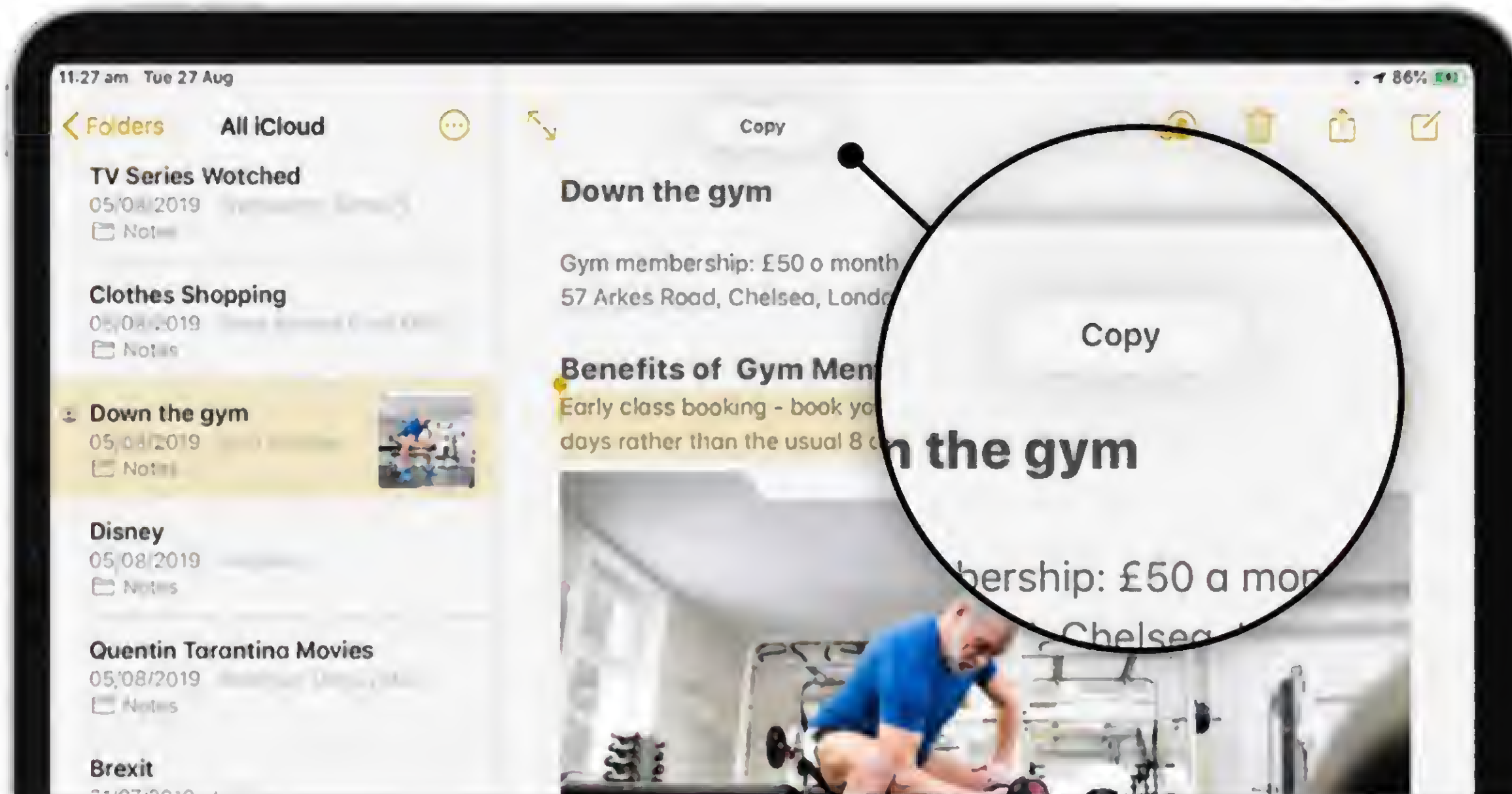
Holding the Top button now gives you Siri, so to restart your 2018 iPad Pro you must press and hold both the Top button on the right and the Volume down button. This familiar screen appears, from where you shut down your iPad with the slider.

Swipe for the App Switcher

You can no longer access the App Switcher with a double-tap on the Home button, for obvious reasons. The other two methods outlined above work instead; pinch with five fingers, or swipe up from the bottom of the screen until it appears.

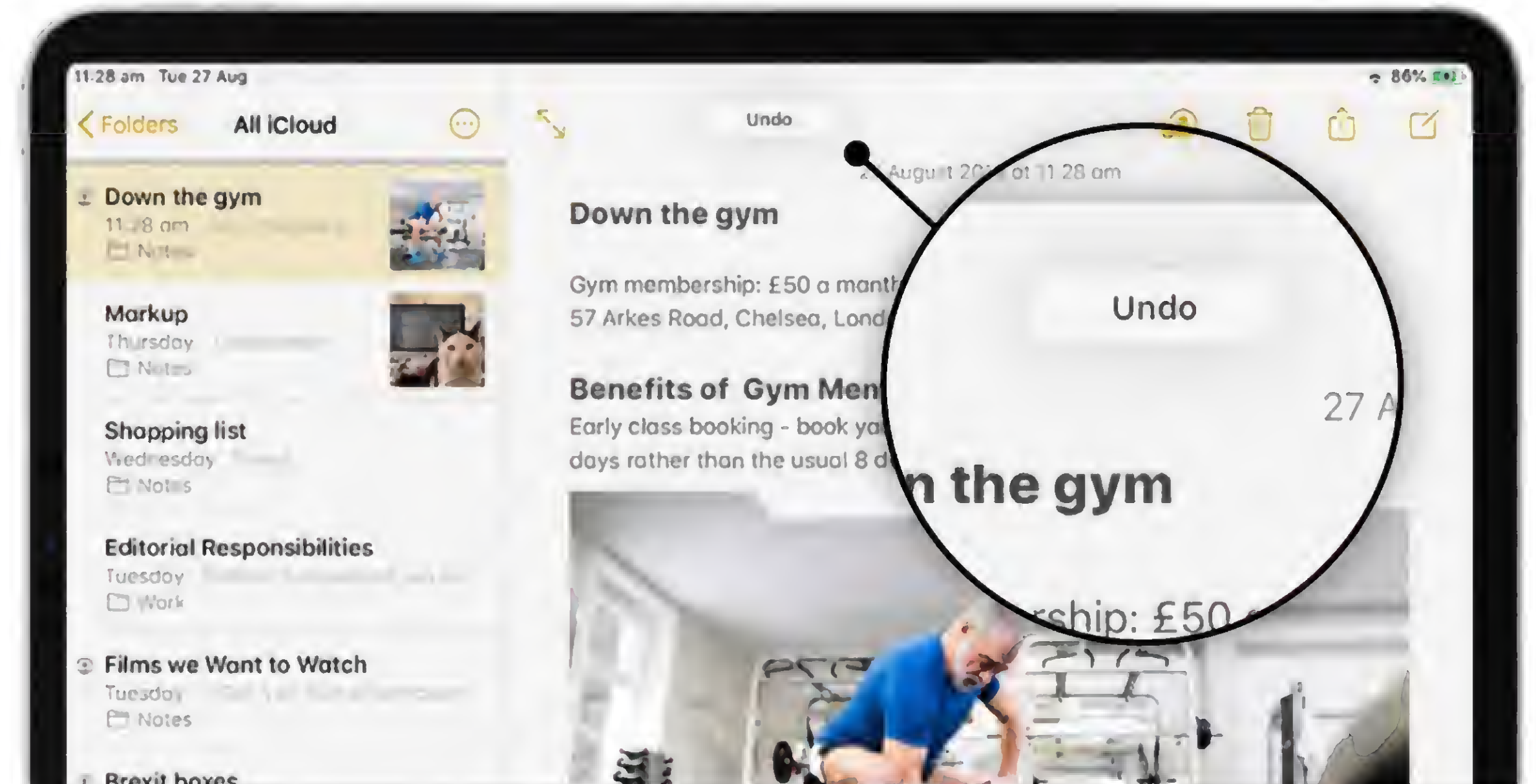


New Gestures for iPadOS



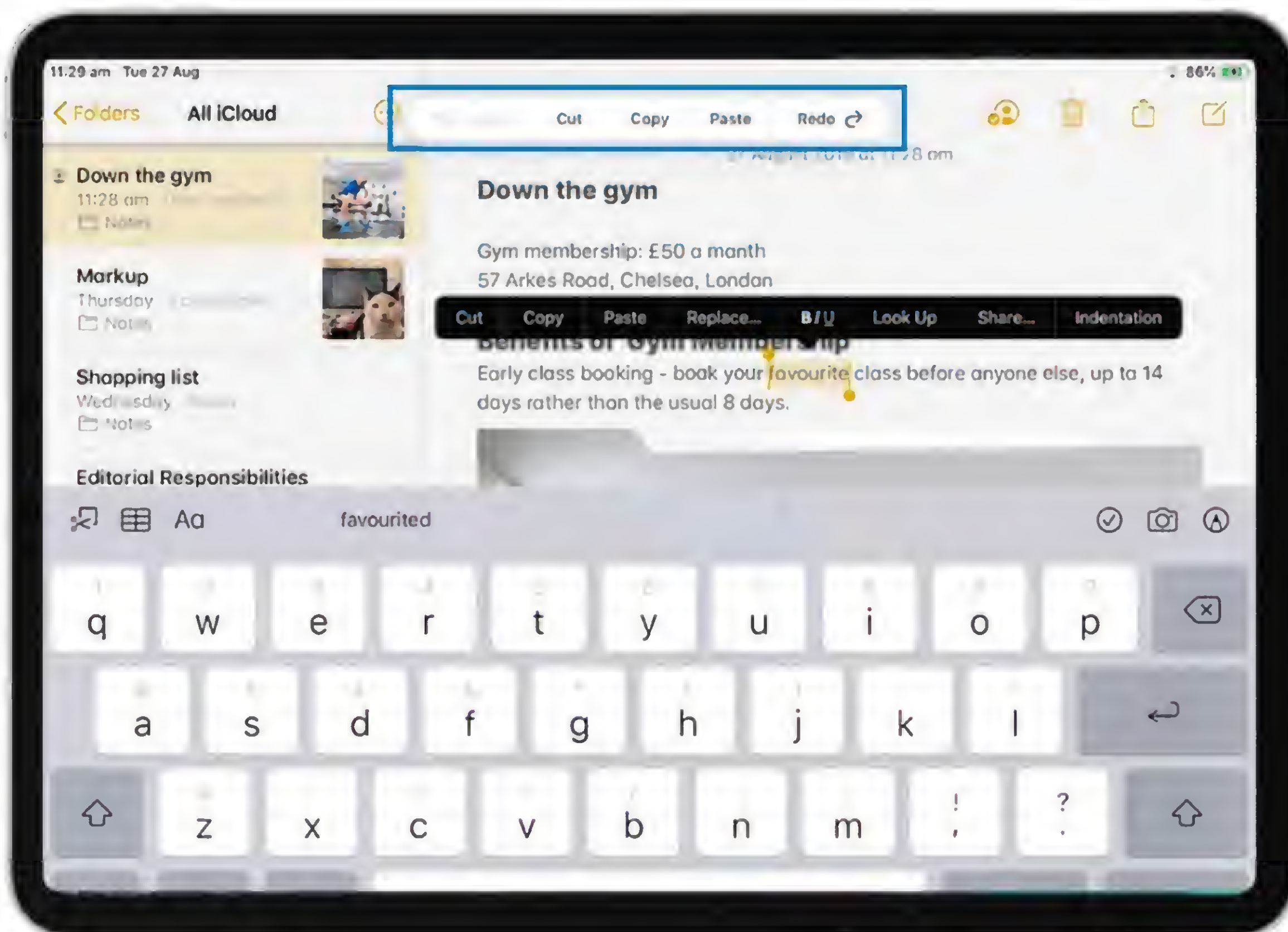
Cut, Copy and Paste

There are three new editing gestures, all of which use three fingers. After carrying out one of these gestures, a small window appears telling you what you've done. The gestures are Copy: three-finger pinch; Cut: three-finger double pinch; Paste: three-finger spread.



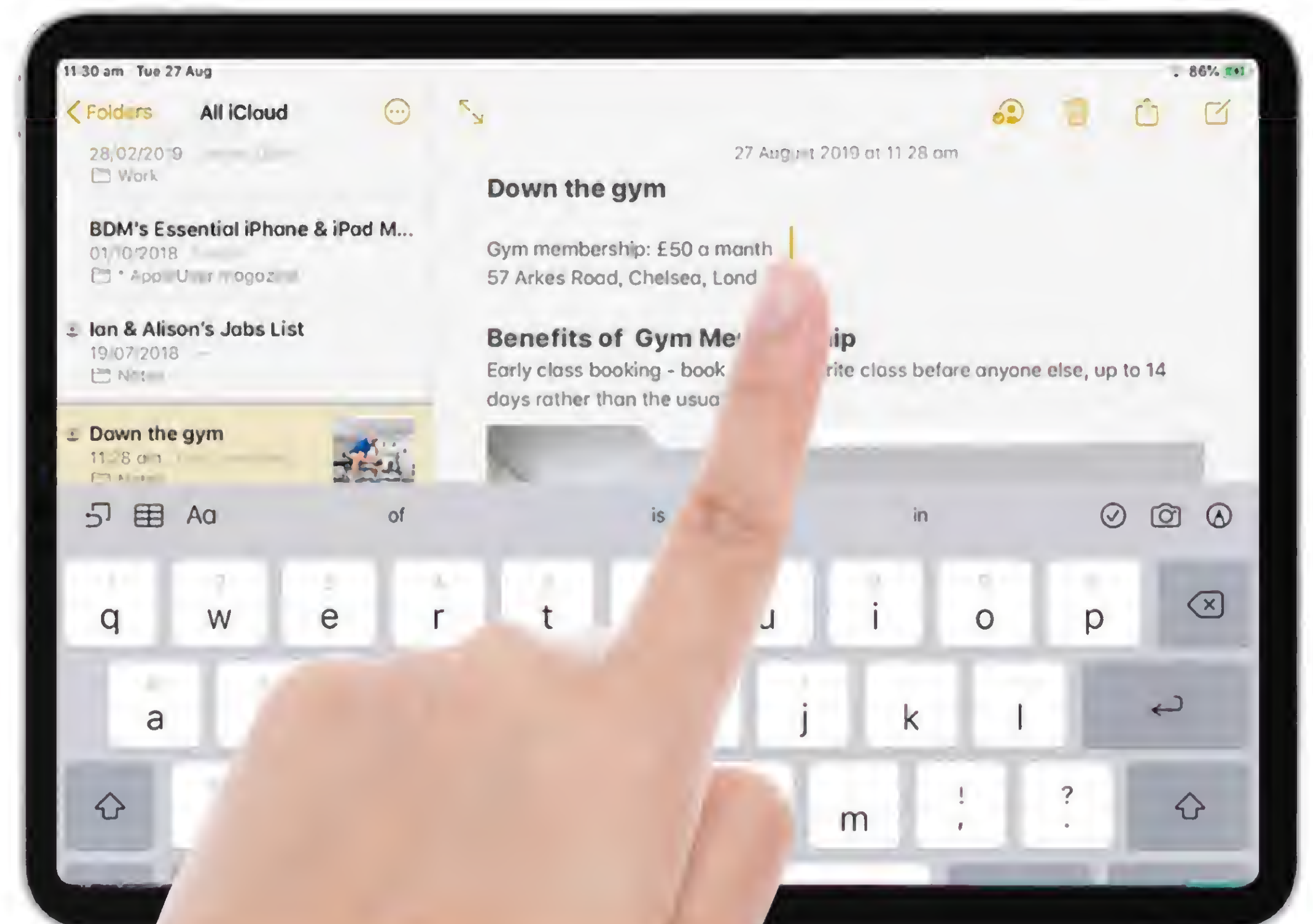
Undo and Redo

Swipe the screen left with three fingers to undo the last thing you edited. Alternatively, to perform the same task, you can tap the screen with three fingers. If you decide your undo was a mistake, swipe right with three fingers to redo the edit.



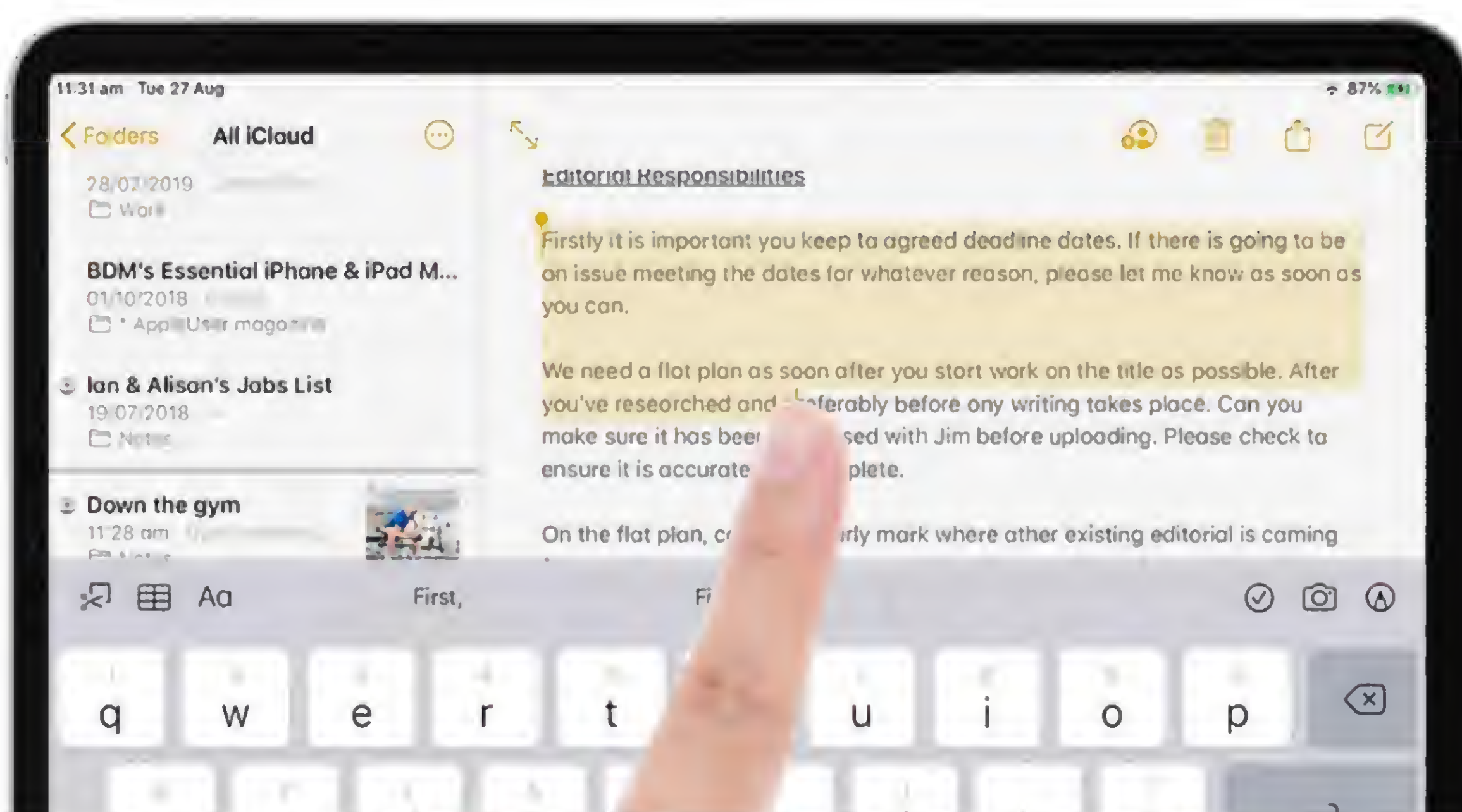
Summon Formatting Bar

If you find the editing gestures too fiddly to use on the iPad's screen, you can use another new gesture to summon the Formatting Bar. Tap and hold with three fingers and it appears, at the top of the screen, offering icons to undo, redo, cut, copy and paste.



Move the Cursor

If you want to move the cursor around the screen, pick it up, by tapping and holding its present position, then drag it to where you want it to go and lift your finger to place it. Double-tap and hold to select text between the cursor's old position, and its new one.



Select a Block of Text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select, and then drag your finger over the words you want to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.



Drag Scrollbar

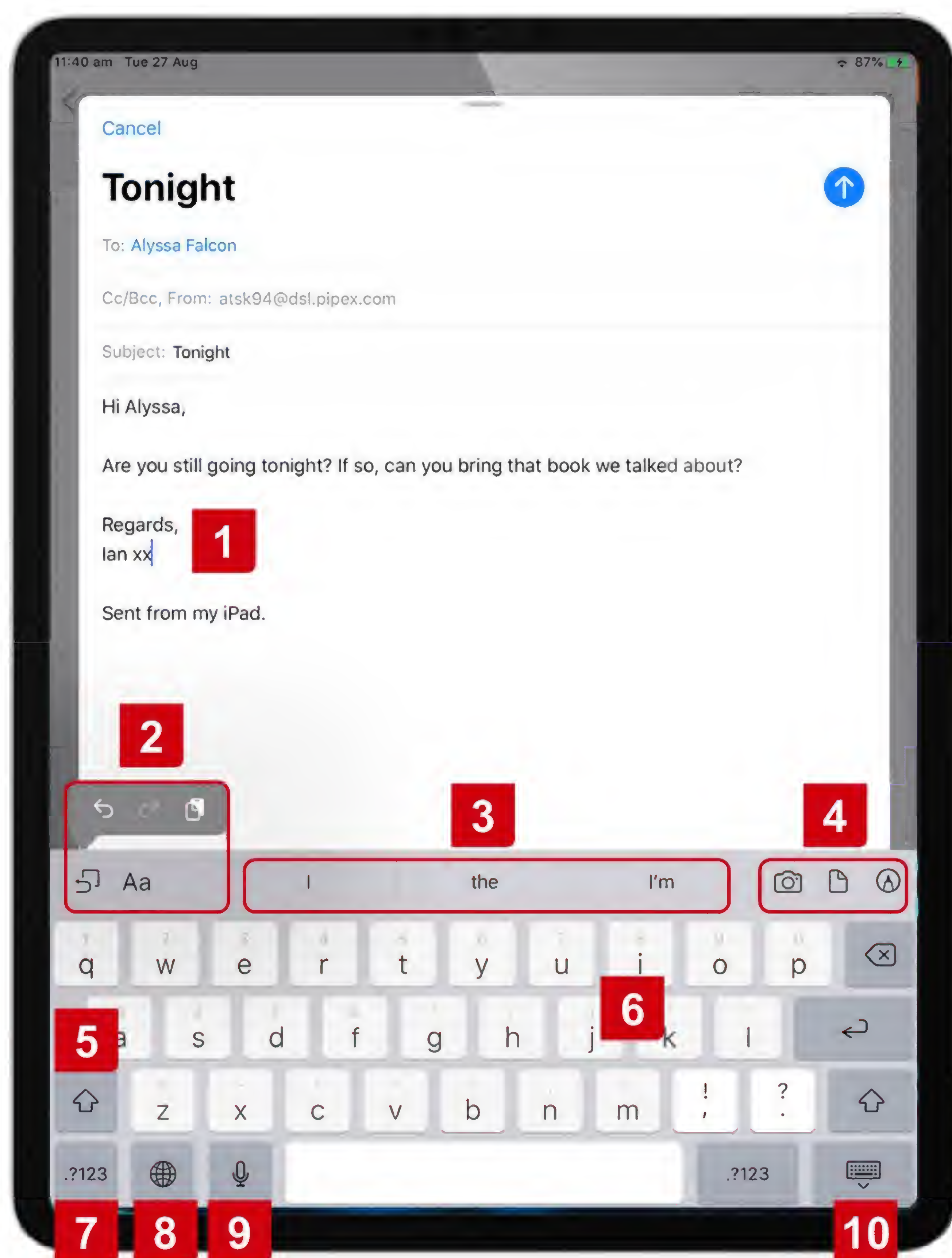
Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. By lifting your finger and placing it on the scrollbar, you can drag it up and down for more efficient screen scrolling.



The Keyboard On-screen Typing

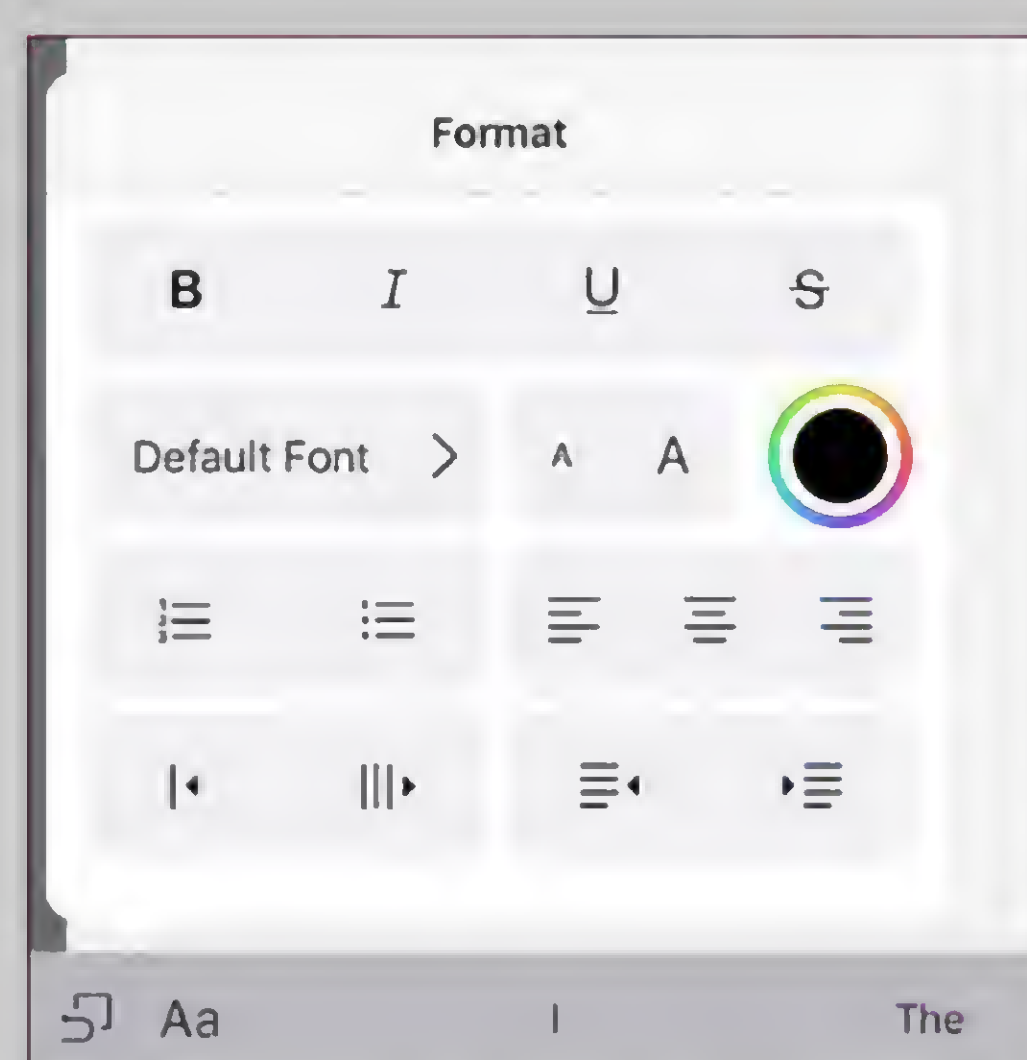
When you tap your finger on any part of the iPad's screen where you can enter text, such as an email or a note, the iPad's on-screen keyboard appears. Here's a guide on how to use this keyboard and all its features.

The Keyboard in Focus

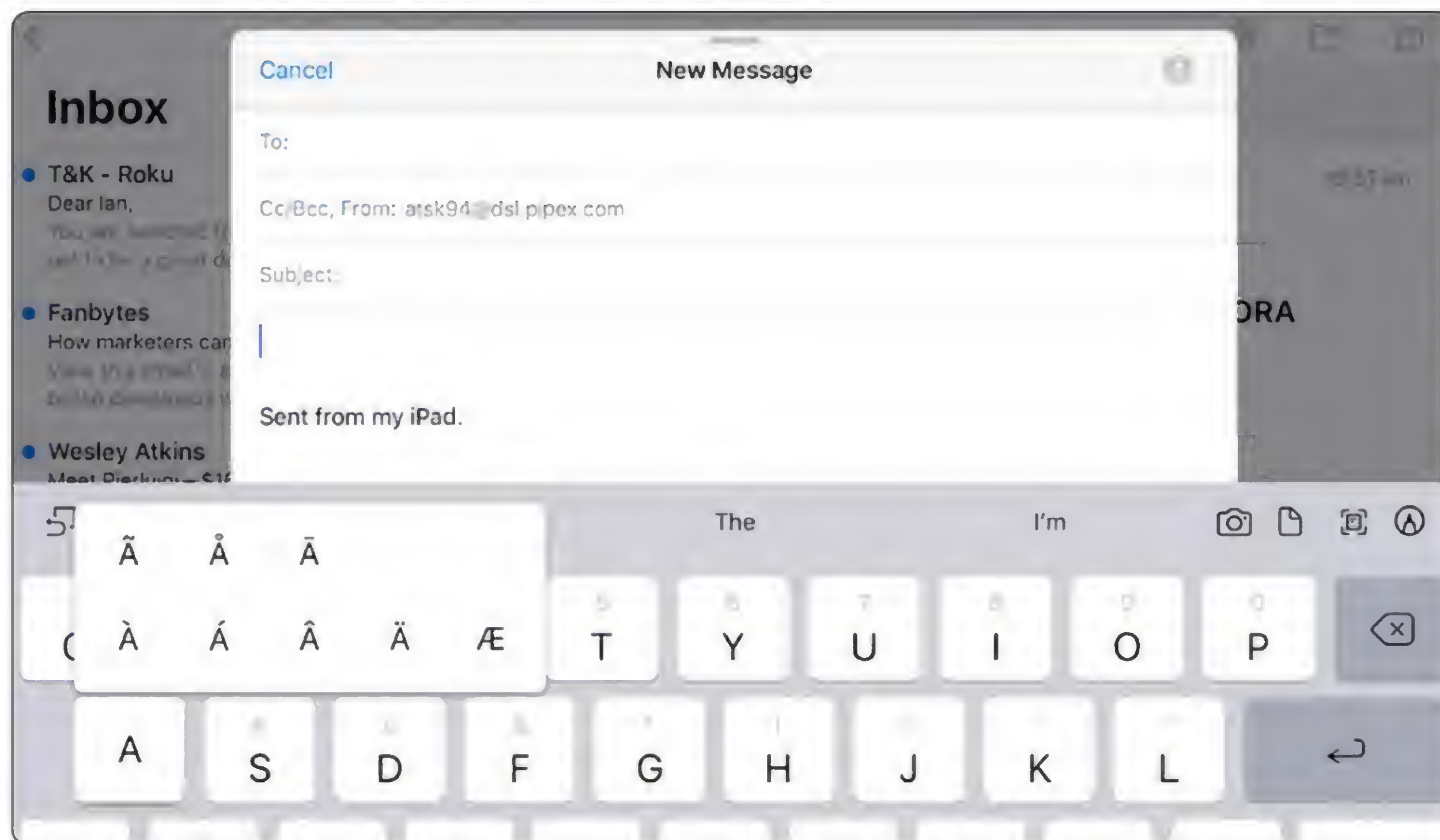


New Formatting Window.

Tap the 'Aa' icon for iPadOS's new formatting window, which offers excellent editing and formatting options such as fonts, typography, and colours.

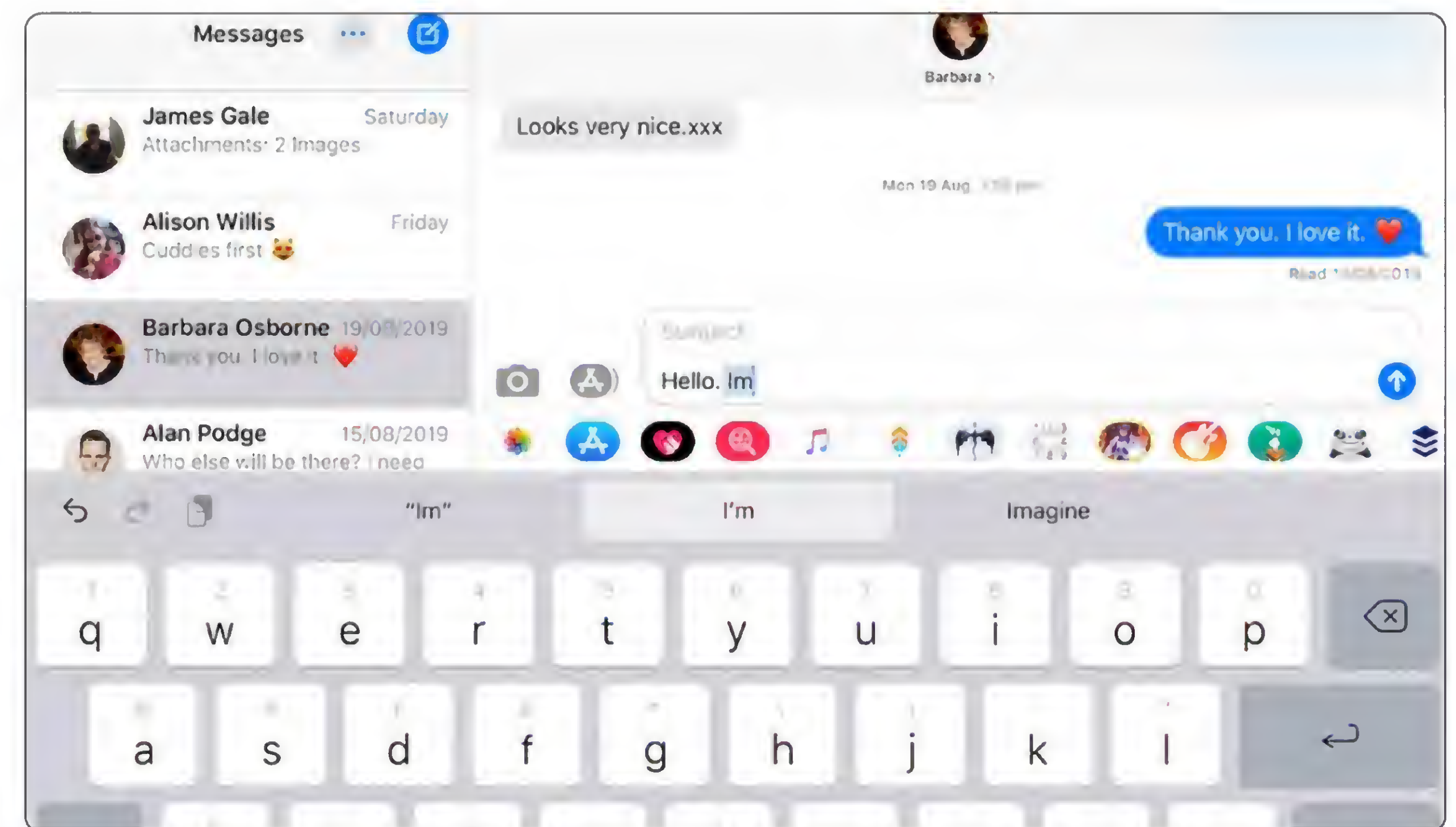


- 1** Tap on any box or screen where text can be entered, and the virtual keyboard appears as shown. This is true for emails, messages, search fields and indeed any area of the screen where you can enter text.
- 2** The keyboard's top bar icons differ according to the app you're using. These icons give access to the Undo, Redo, and Paste options, and open the formatting window.
- 3** As you type, suggestions for the word you're currently typing appear here. When one of them is correct, you can tap it to automatically complete the word, saving on your typing.
- 4** These three icons in the top right of the keyboard, let you take, or choose, a photo to add to the email, choose or scan a document, or use the Markup tools.
- 5** This is the capitals and caps lock key. Tap it to make the next key you press a capital, or double tap it to lock the keyboard in caps mode. When it's locked in this way, you can tap it once to go back to normal typing.
- 6** In iPadOS, a key's alternate characters, such as punctuation or numbers, are shown at the top of the keys. To type a key's alternate character, drag it down instead of just tapping it.
- 7** Tap this key to switch to the keyboard's alternate characters. After doing so, you can press the key above it (now labelled '#+=') for even more character options, or just tap this key again to return to normal typing.
- 8** Tap and hold this key for a menu that lets you access the Keyboard Settings, emoji keyboard and other installed keyboards, such as foreign language keyboards. Tap the key without holding to toggle through them instead.
- 9** Tap this key and speak into the iPad. Your words appear in the text field, just as if you'd typed them. The first time you use this feature, you're asked to enable dictation. You should do so.
- 10** If you're done with the keyboard, tap this key and it disappears again, reappearing next time you tap a screen or box that you can type text into.



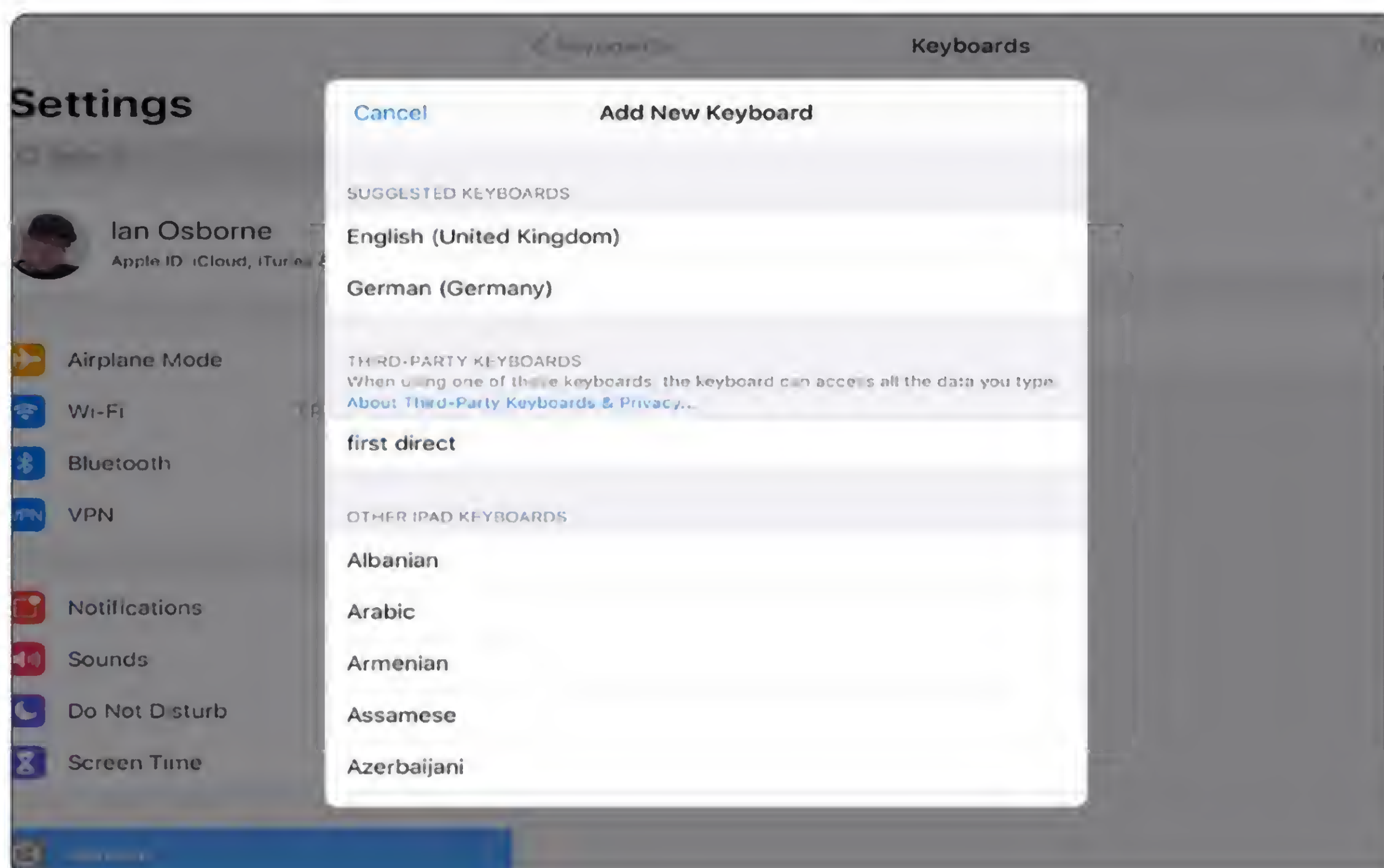
Finding Accented Letters

When you have to type an accented letter, such as 'é' or 'ö', you can easily do so by simply pressing and holding the letter you wish to type in an accented version until a pop-up window appears, as shown here for the letter 'a'. Now just tap on the version of the letter you wish to use.



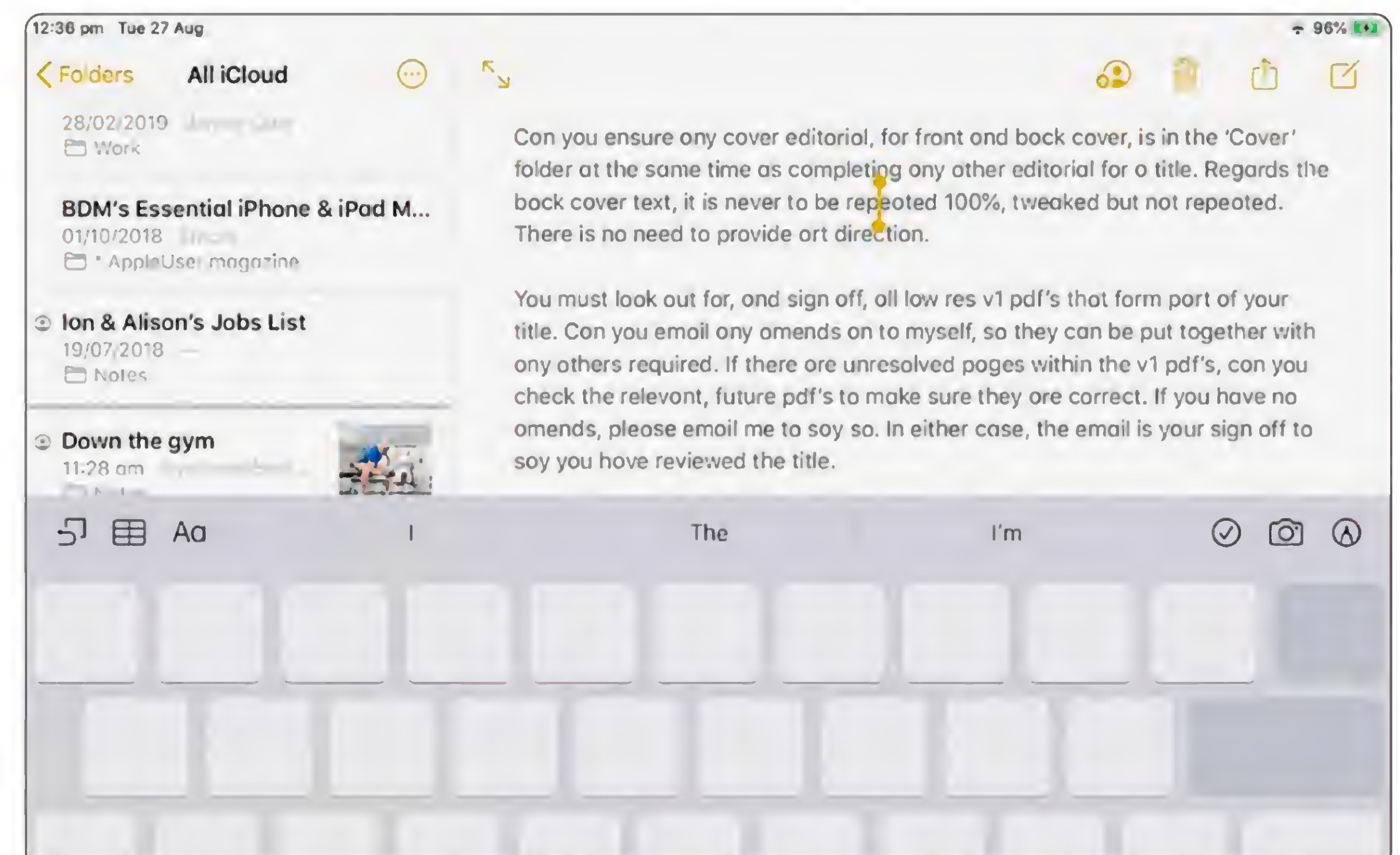
Auto Punctuation

Some punctuation is added automatically. If you wish to add (for example) an apostrophe to form a contraction such as "I'm", simply type "Im" and the iPad does the rest. It's a very useful feature and greatly increases your typing speed when you've had a little practice.



Add a New Keyboard

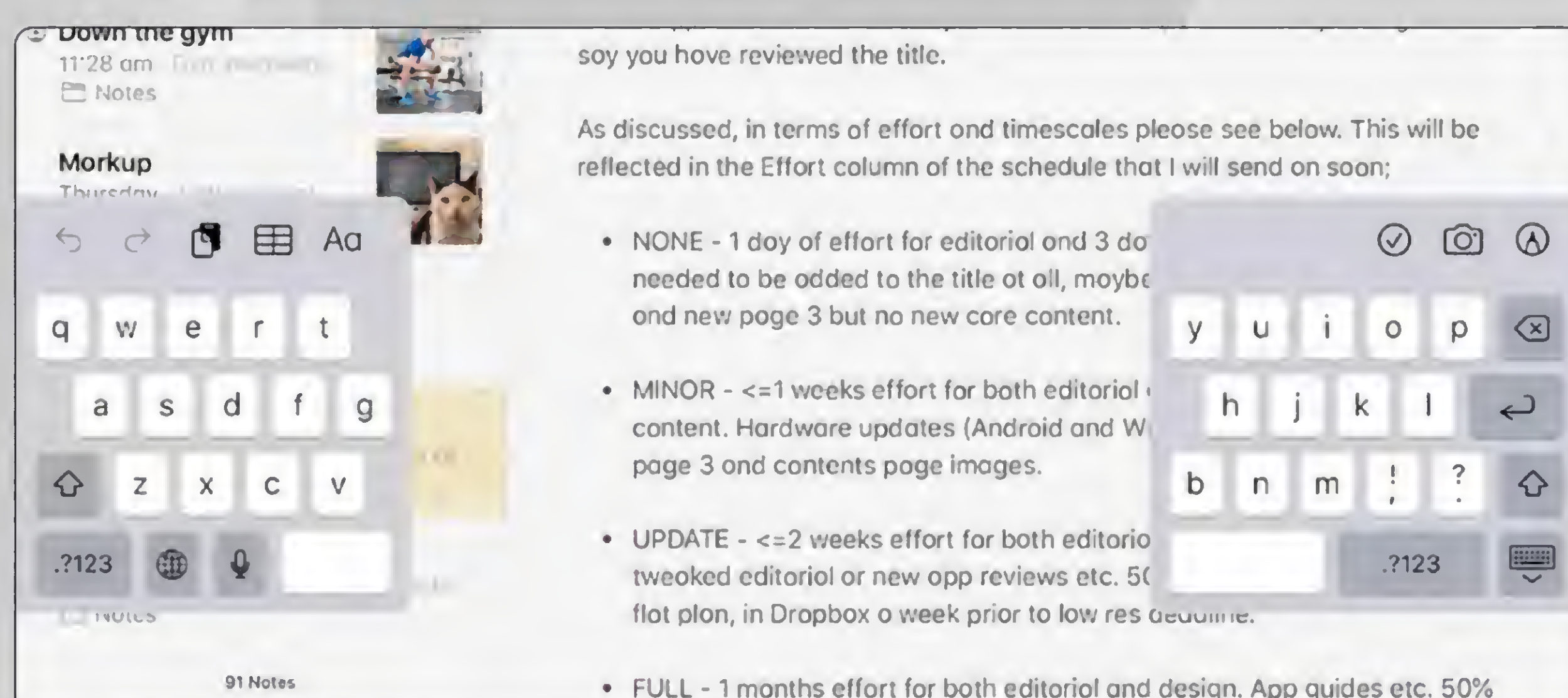
To add a new virtual keyboard to your iPad, which can then be accessed by holding the globe-key, go to Settings > General > Keyboard > Keyboards, then tap 'Add New Keyboard'. You can then add a foreign language keyboard or one you've bought on the App Store.



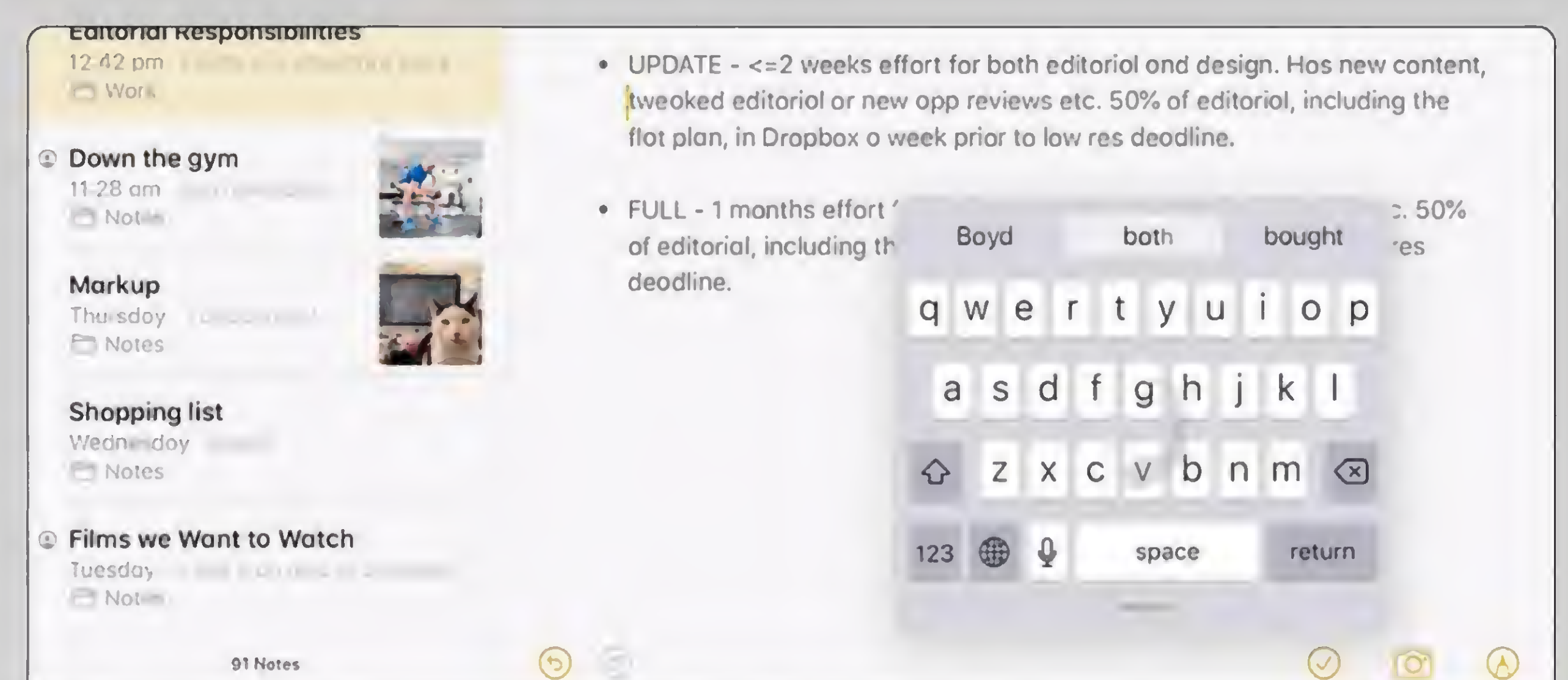
Keyboard as a Trackpad

For more precise control over where you put the cursor, either place two fingers on the keyboard and hold them there or touch and hold the Space Bar. When the keys go blank, as seen here, you can drag the cursor around the screen, using the keyboard as if it was a trackpad.

Split, Floating, Undocked and Swipe Keyboards.



1 Tap and hold the keyboard key in the bottom right for a pop-up menu. Select Undock to move the keyboard up and down the screen. Choose Split to get this two-part keyboard; designed to be used by your thumbs. The Floating option gives a single keyboard about the size of the iPhone's keyboard, and you can drag it around by holding the grey line at the bottom.



2 When using the iPadOS floating keyboard, you can type by swiping your finger over the keys instead of tapping them; drag your finger from one key to another without lifting it. To return to a normal keyboard, tap and hold the bottom right key again to access the menu from the previous step, or do a two-finger spread on a floating keyboard to resize it.

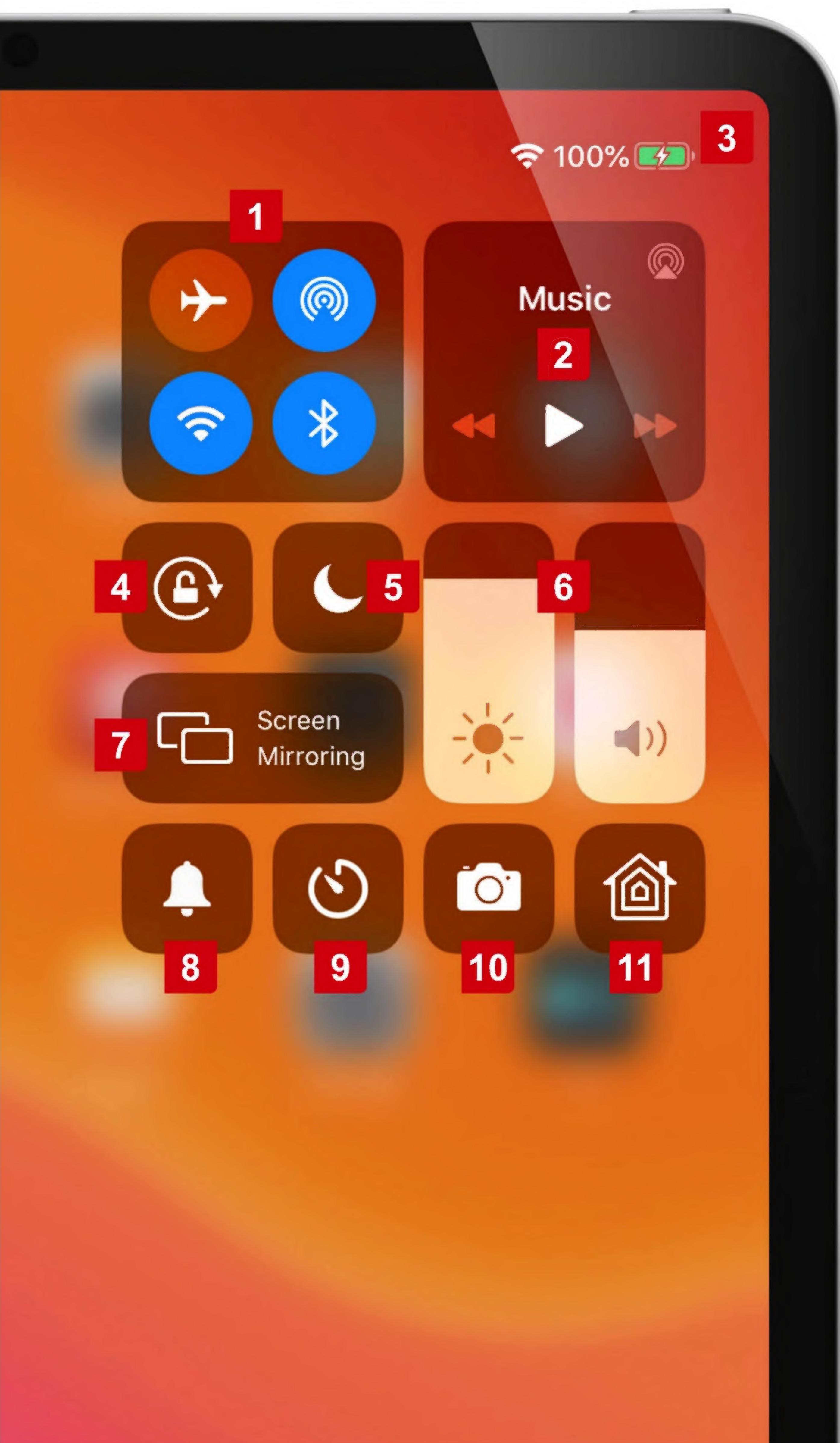


Control Centre

And How to Use it

The Control Centre is a great way to access commonly used iPad features, such as the audio controls or Screen Mirroring and you can customise it to suit your own needs. Here's a guide to the iPad's Control Centre.

Control Centre in Focus



1 In this box, you can turn (clockwise, from top left) Airplane Mode, AirDrop, Bluetooth and Wi-Fi on and off. Tap and hold the main box for a bigger version. Turning off Bluetooth or Wi-Fi is temporary, they're only switched off until the next day.

2 This box shows what you are currently listening to. Tap and hold for more options, including volume control and an option to play your sounds through external speakers.

3 To open the Control Centre, swipe with one finger from the top right corner of the screen towards the middle.

4 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPad. Tap again to unlock.

5 Tap here to activate and deactivate the iPad's useful Do Not Disturb mode for when you want some peace and quiet. Tap and hold this icon for a range of pop-up options for Do Not Disturb.

6 Brightness and volume controls. Run your finger up and down them to raise or lower the function in question or deep press one of them for a bigger version of the slider. Tap and hold on the Brightness slider also gives access to Night Shift Mode.

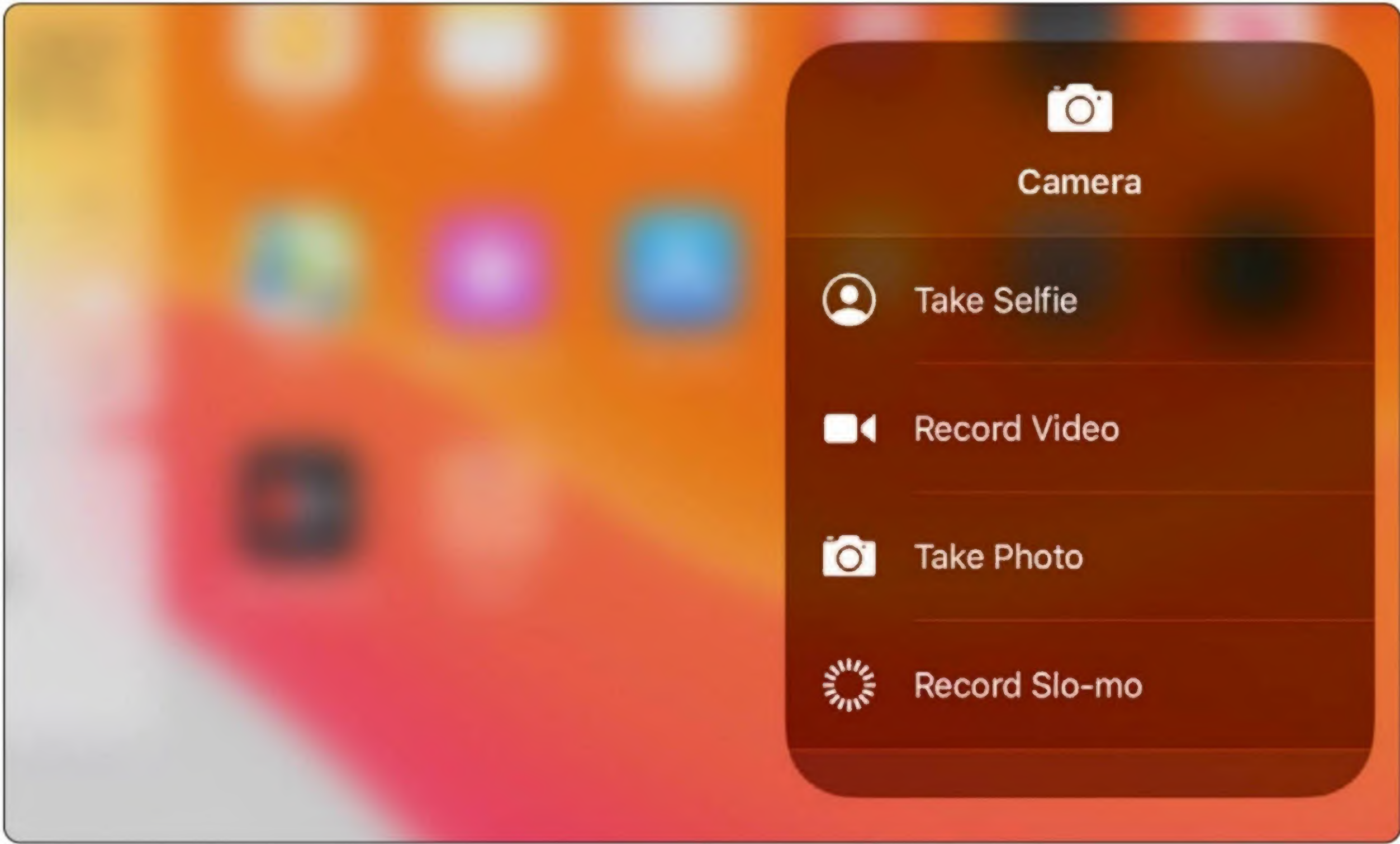
7 If you wish to mirror your screen, maybe to your Apple TV, tap here and select the target from the window that pops up.

8 Tap the button showing a bell icon to silence your iPad. Tap it again to take it out of silent mode once more.

9 Tap here to open the Clock app and go straight to its very useful Timer feature. Just the thing if you want to boil an egg.

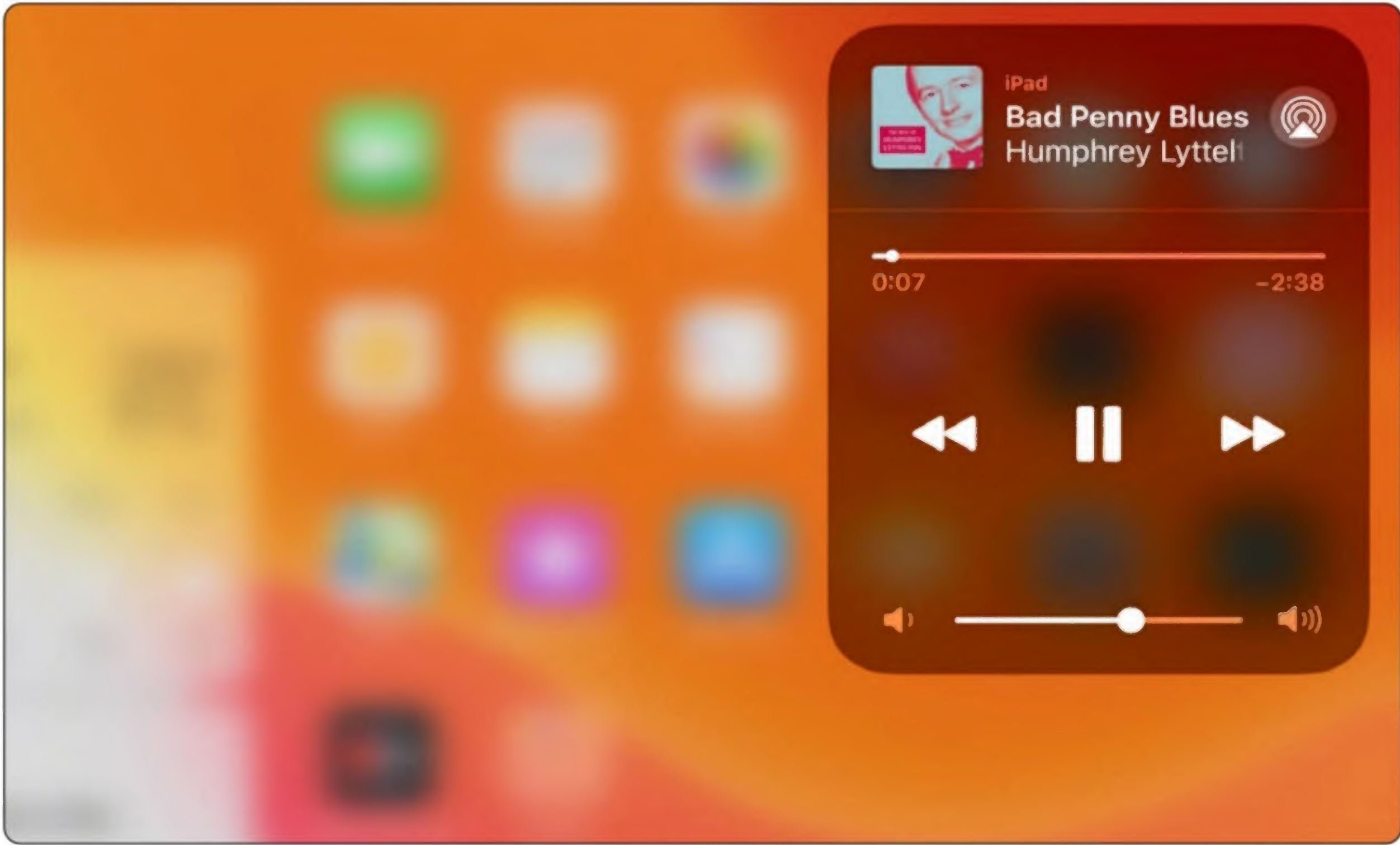
10 Tap this to access the Camera app. Tap and hold it to access specific options within the Camera app, such as selfies, video recording and slo-mo.

11 This button gives access to your Home app's accessories, so you can control them from your iPad.



Tap and Hold Items

You can tap and hold most Control Centre icons for access to further functions. For example, if you tap and hold the Camera control, you get a window offering to open the FaceTime camera (Selfie), record video, take a photo and more.



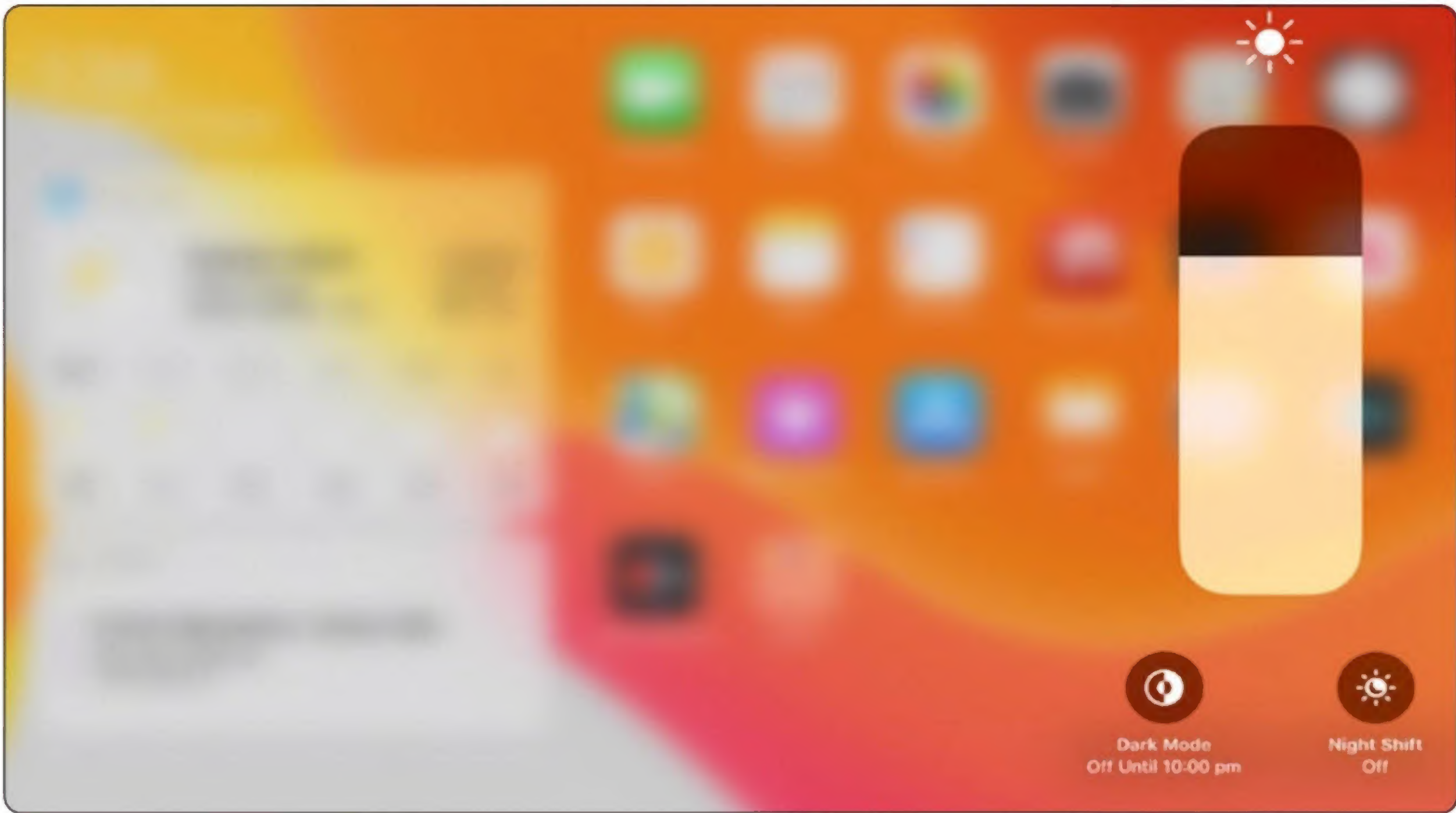
The Music Controls

Just like before, the Music controls show you the currently playing song, including album art. In addition to volume adjustment, play/pause and skip forwards/backwards, you can tap the icon in the top right to output to connected speakers.



Airplane Mode

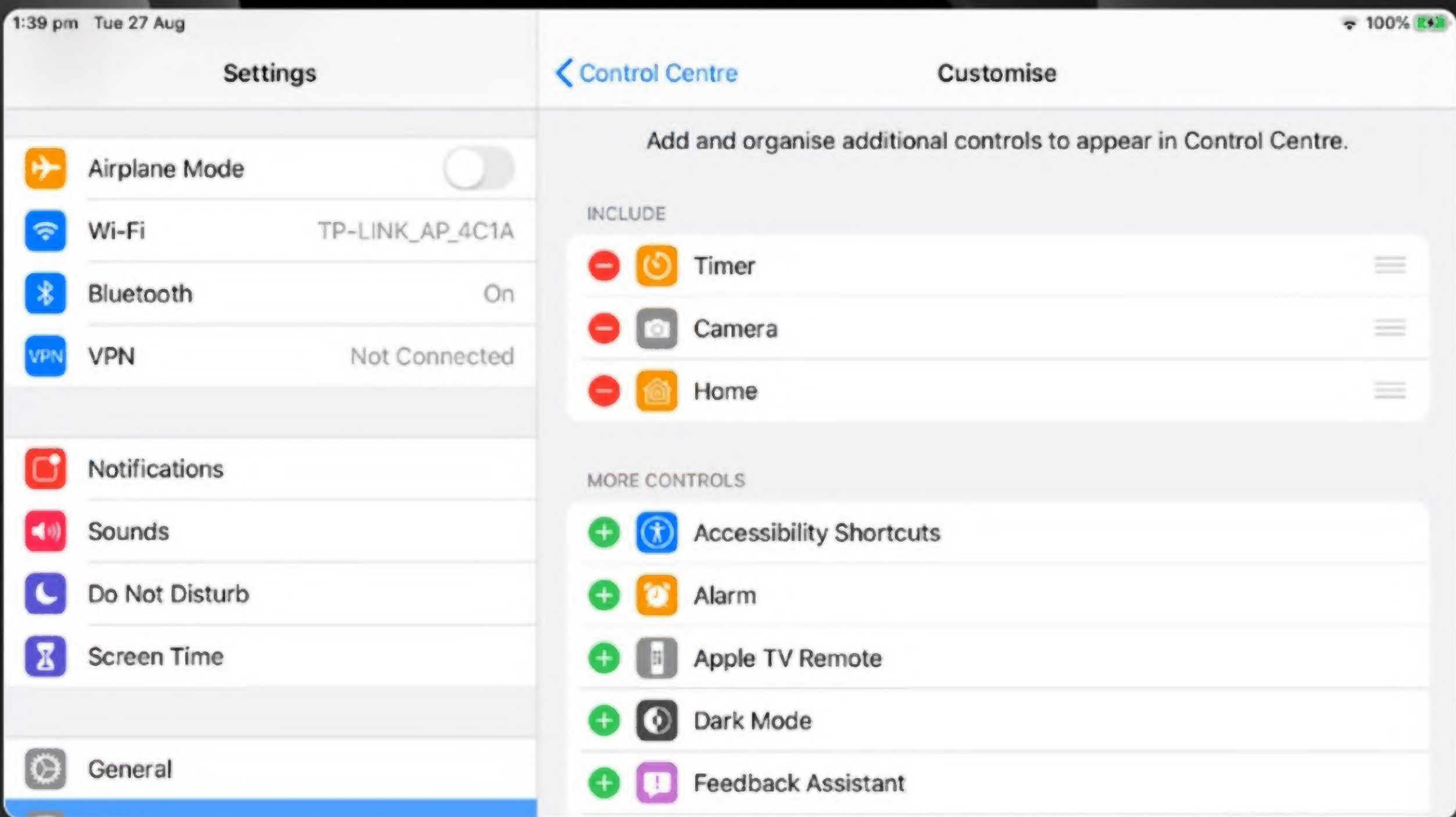
The iPad's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines but it's useful even if you're not flying. If your battery is low and you're reading an eBook, for example, Airplane Mode can save power.



Night Shift Mode

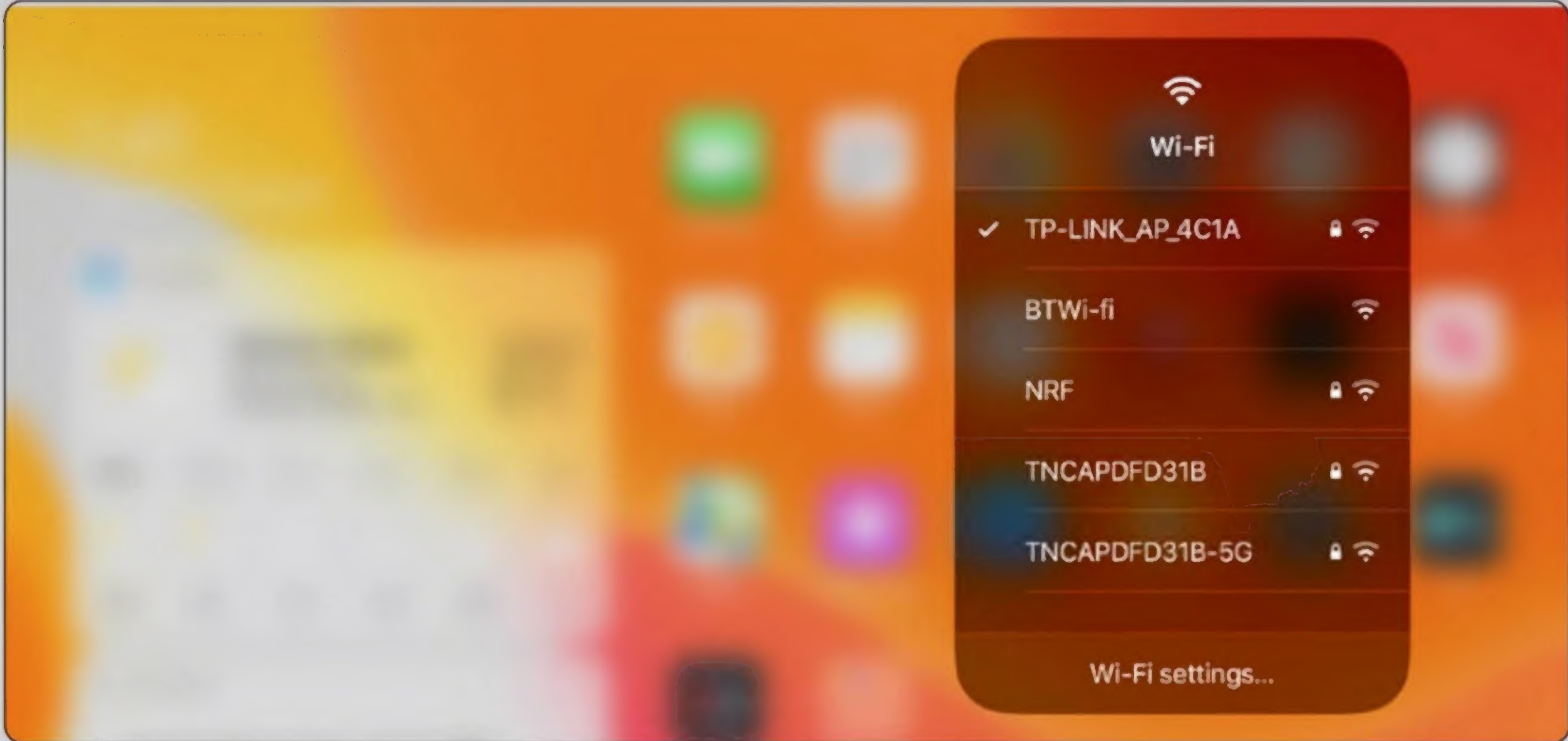
Tap and hold the brightness slider for a larger slider, with two icons underneath. Using these icons, you can activate or switch off Night Shift - reduces blue light which can interfere with sleep patterns, and Dark Mode, as explained in the Dark Mode tutorial.

Customising Control Centre.



In the Settings app, go to Settings > Control Centre > Customise Controls. Tap the Minus icon to remove an app, or the Plus icon to add one. You can also reorder the controls by dragging them up and down the list with the three-line icons on the right.

New Bluetooth and Wi-Fi Options.

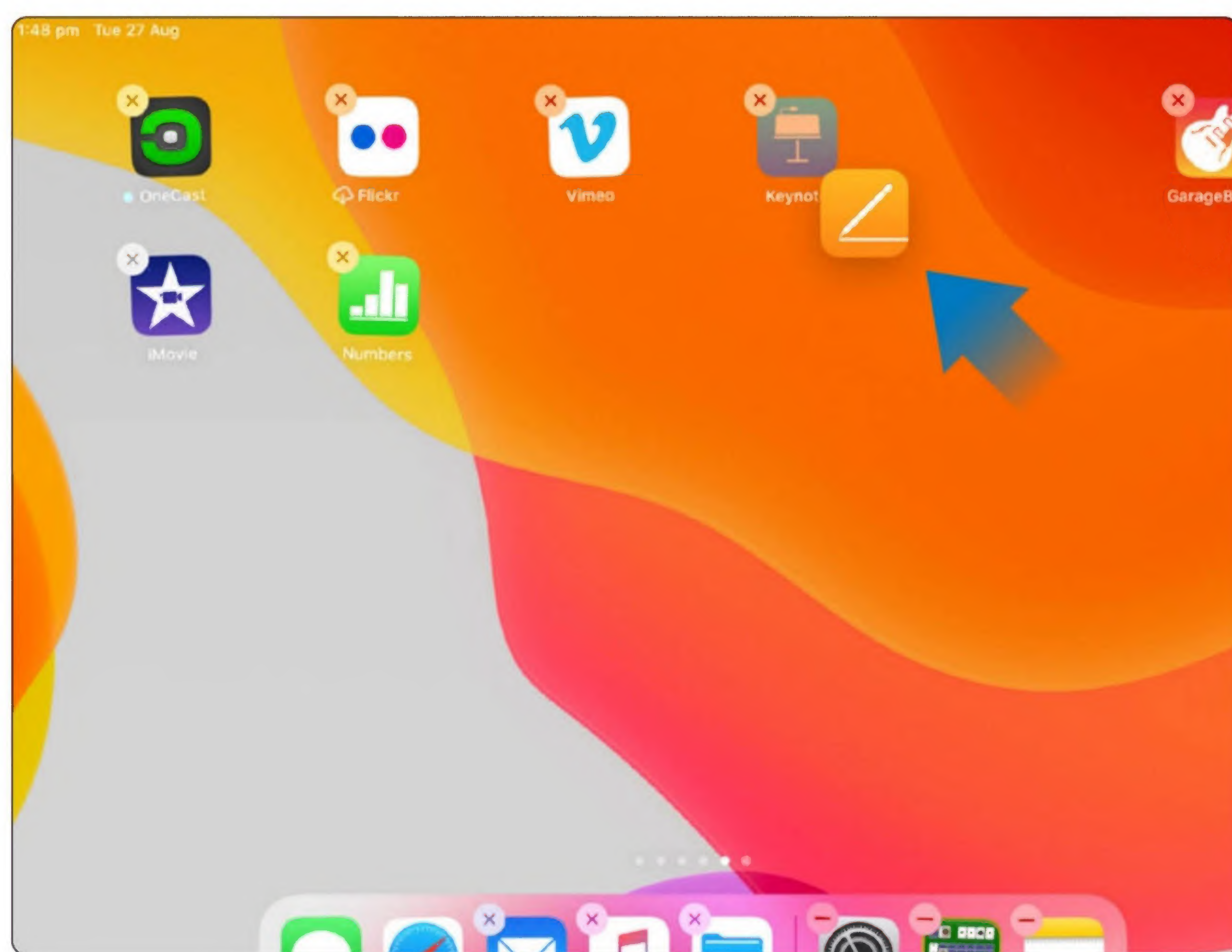


iPadOS adds new ways of accessing Bluetooth and Wi-Fi settings. Tap and hold the control square with Bluetooth and Wi-Fi on it, then tap and hold either Bluetooth or Wi-Fi. You can switch between networks, connect or disconnect peripherals, and more.

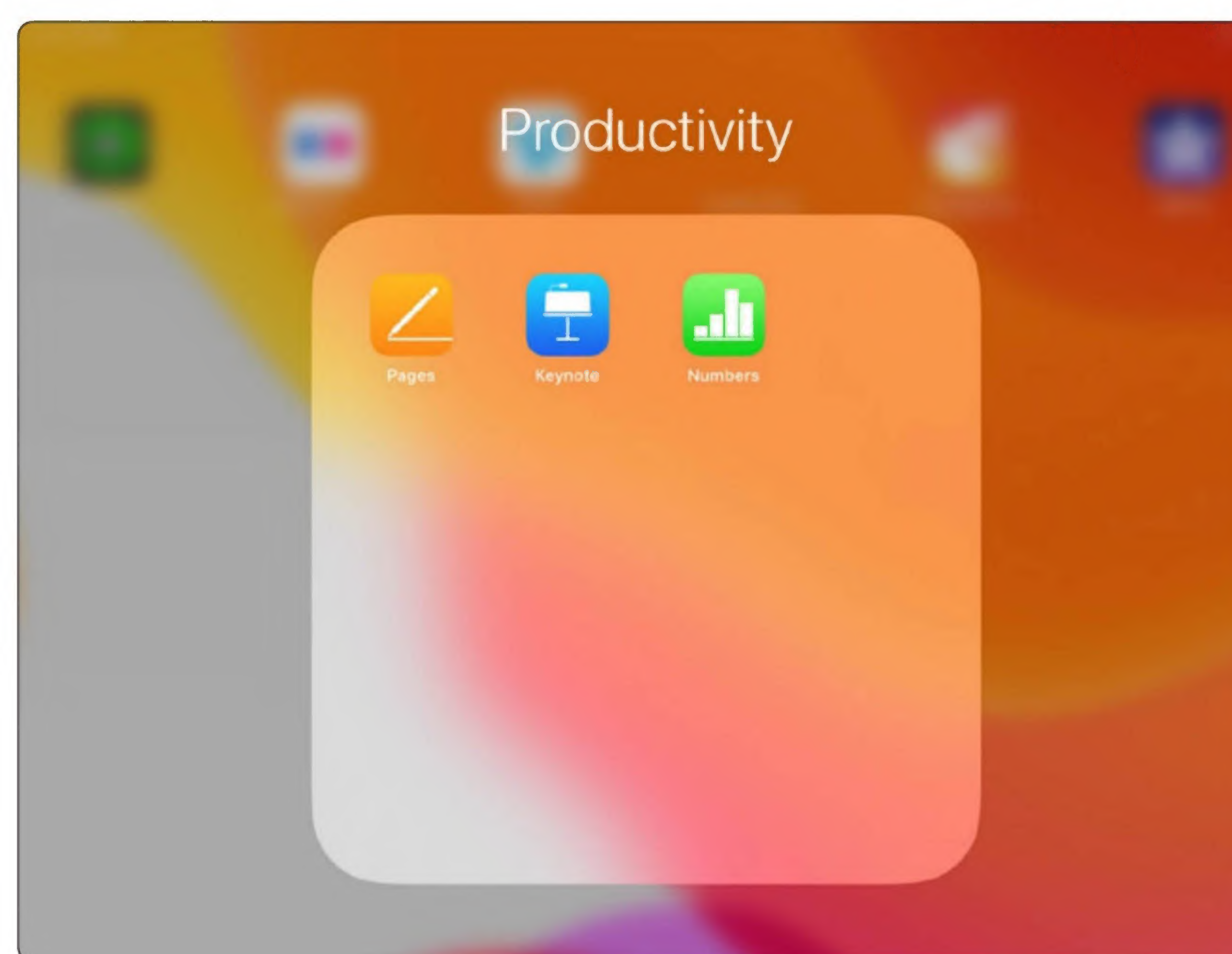


Using Folders On the Home Screen

To keep your Home page in a tidy and usable state, you can group apps into folders, maybe all your games in a Gaming folder, for example. It's a good way to organise your applications and makes navigating your iPad much easier.



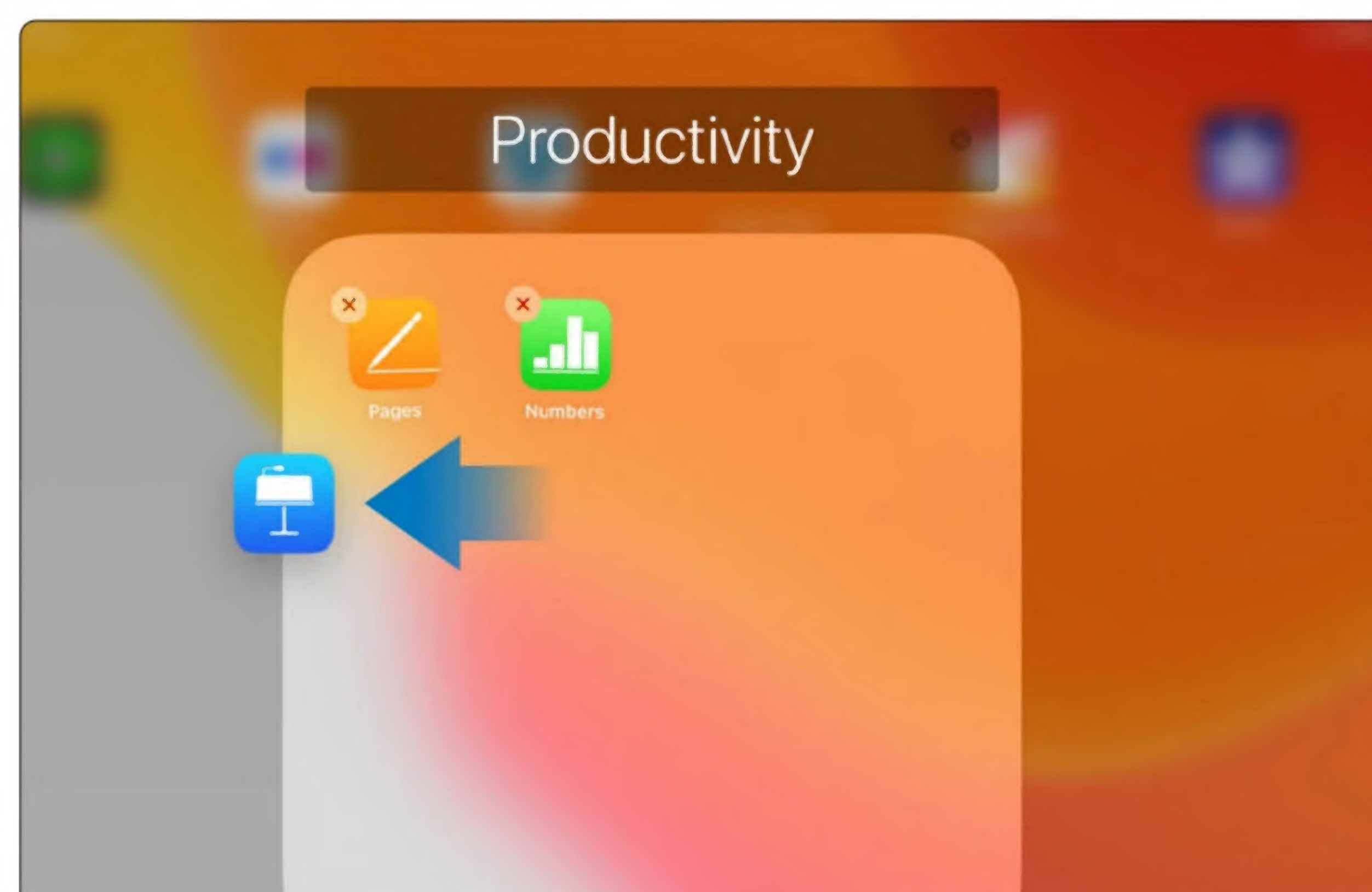
1 To create a folder of apps, on the Home screen tap and hold an app until they all start to wobble and a small X icon appears in the top left corner. Drag one app onto another and they're grouped into a folder. Tap outside the folder box to return to the Home screen, and drag all the other apps you wish to store there onto that new folder.



2 Tap the Home button to stop the apps wobbling. You can see that we've put three separate apps in this folder here; as they're all office apps, it's automatically named Productivity. Tap the folder to open it, then tap one of the apps to use it in the usual way. It's a great means of grouping similar apps, keeping your Home screen tidy and making things easier to find.



3 If you want to rename a folder, open it, tap and hold one of the apps until they wobble again, and then tap the name of the folder. A keyboard appears, and you can edit the name of the folder in the usual way. Call it anything you like.



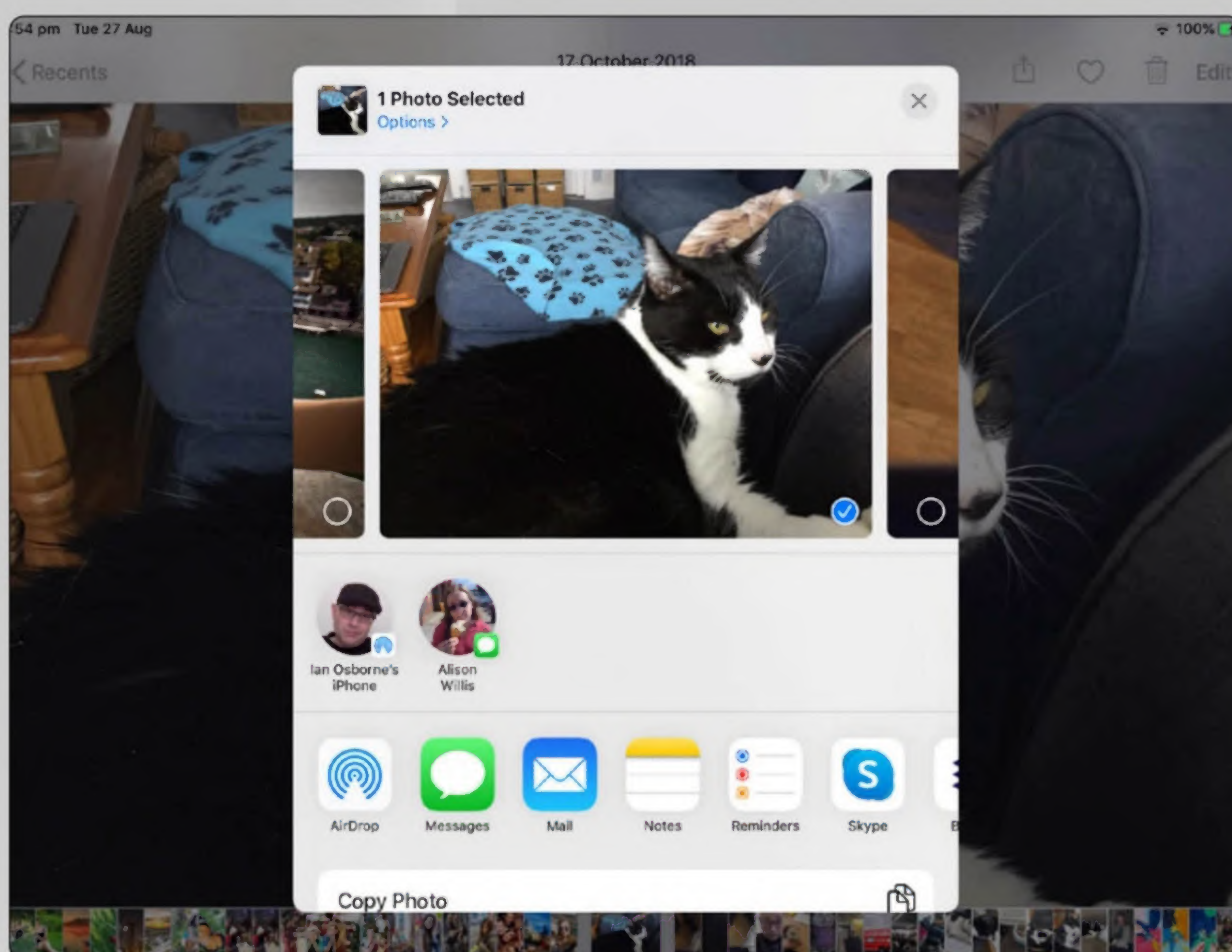
4 To move an app out of a folder, open the folder and hold an app until it wobbles. Drag the app outside the folder box as shown. It returns to the Home screen and the folder closes. Remove the last app and the folder disappears.



AirDrop & Bluetooth Stream and Transfer

AirDrop is great for transferring files from your iPad to another Apple device and Bluetooth is used for wirelessly streaming sound and other data, maybe to speakers or headphones. Here's how to use them.

Transfer Files with AirDrop.

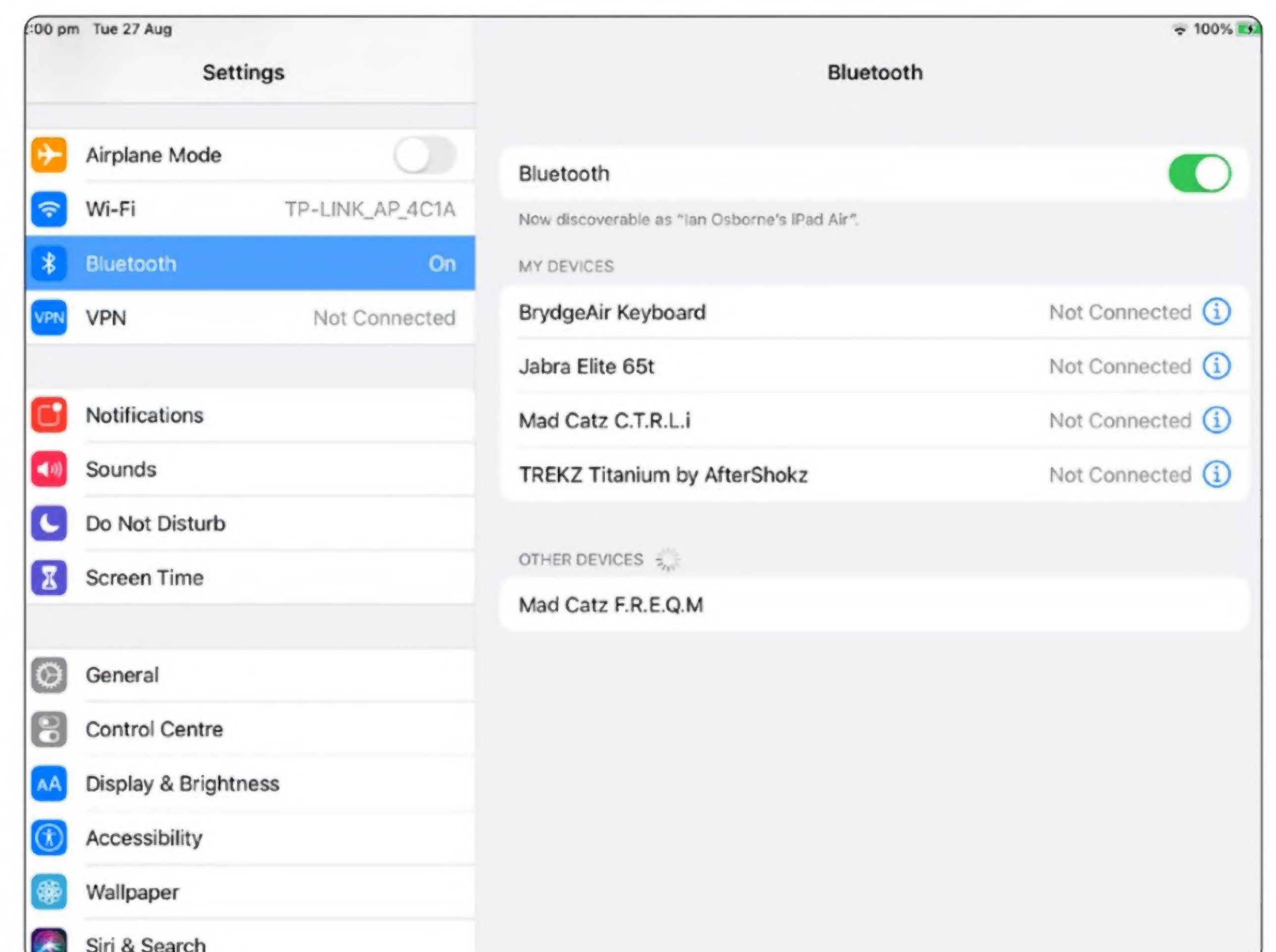


1 You can send files to other Apple devices using AirDrop, but Wi-Fi and Bluetooth must be switched on. Open the file, tap the Share icon. People to whom you can AirDrop are shown at the top of the window; look for the AirDrop icon. Tap the person to whom you want to send the file.

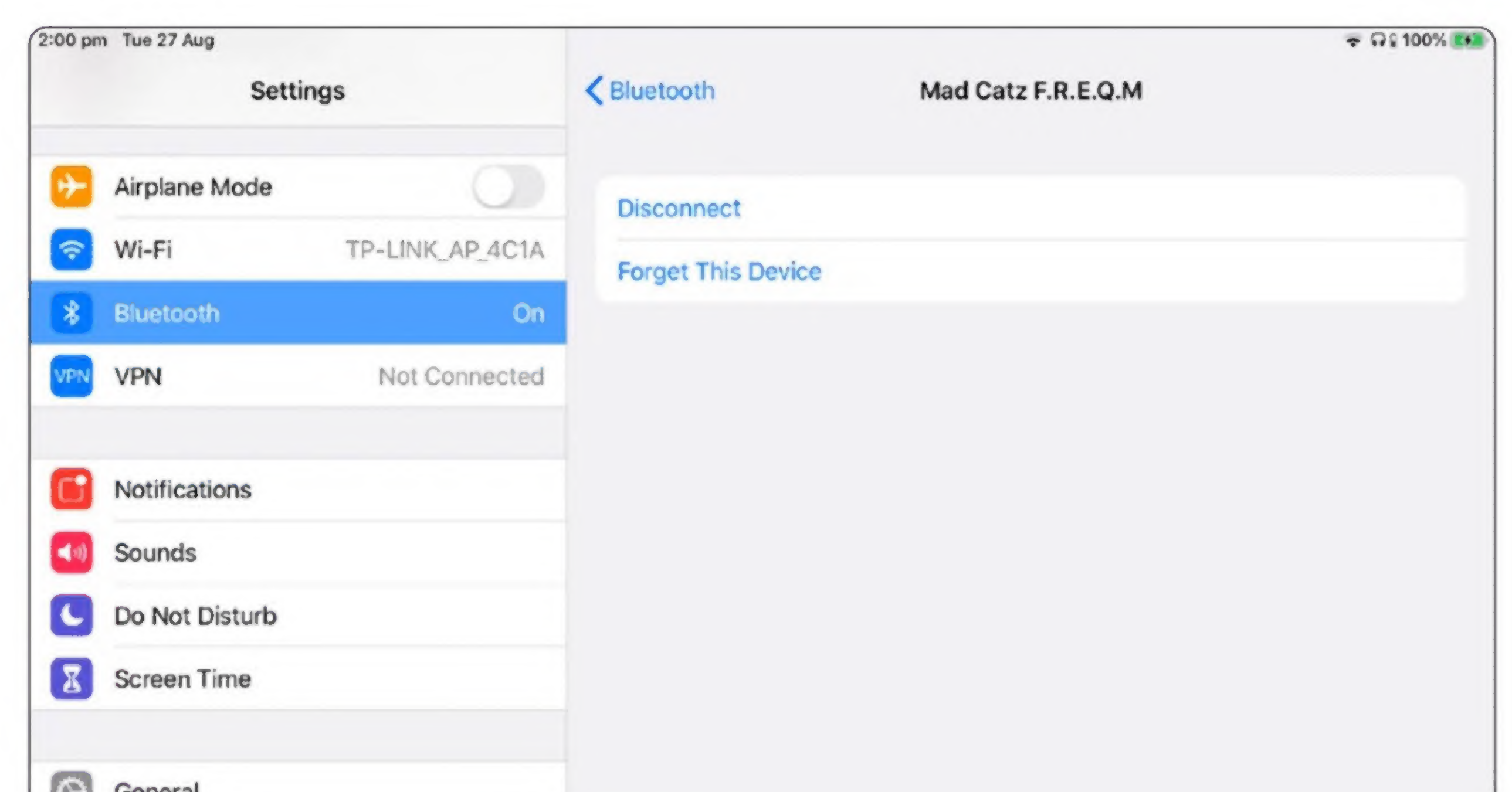


2 Use Settings > General > AirDrop to determine whether receiving via AirDrop is on or off, share only with people in your Contacts app, or share with everyone. If you accept AirDrops from everyone, when you're sent an AirDrop file you have to accept it first.

Pairing with Bluetooth



1 Bluetooth can wirelessly connect your iPad with devices such as speakers, headphones and keyboards. The item you wish to pair with must be put in Pairing Mode. To do this, follow the manufacturer's instructions. Go to Settings > Bluetooth and the device you're pairing should be listed. Tap it to pair.



2 Pairing only needs to be done once. You don't have to pair your Bluetooth device every time you use it. To unpair a device: in Settings > Bluetooth, tap the 'i' icon next to the device in question. You can then disconnect it (assuming it's currently connected) or tap 'Forget this Device' to unpair it completely.